



THE UNIVERSITY of
TULSA



2019-20 New Student Handbook

Welcome to TU!



First-year TU students, welcome to The University of Tulsa! We are thrilled to have you on campus. Your first year at TU is a time to explore the exciting opportunities available to new students. Engagement is a huge part of your college experience, and I encourage you to find your fit among our diverse student body.

Now is the time to engage in the university community to discover the true you. Participate in campus activities and make sure to care for yourself – both physically and mentally – and watch out for your friends, too. With new freedoms come new responsibilities, so make good choices and support one another.

Our goal as True Blue TU community members is foster acceptance and inclusion and empower each student to succeed. The TU faculty and staff are committed to our campus, our community and our world. We can't wait to see how your talent and determination improve these spaces.

I invite you to find your own True Blue identity as a valued member of the TU family. I look forward to seeing you around campus. Have a great year!

Sincerely,

Gerard P. Clancy, M.D.
President



THE UNIVERSITY OF TULSA

Founded in 1894, The University of Tulsa is a private, independent, doctoral-degree-granting institution whose mission reflects these core values: excellence in scholarship, dedication to free inquiry, integrity of character and commitment to humanity.

As TU celebrates its 125th year, TU is reimagining itself to intensify its focus on student success. This transformation, which is rooted in a five-year strategic plan, alters the landscape of TU, strengthening the university as it responds to changes in higher education. TU is looking ahead to prepare students not just for the 21st century, but the 22nd century.

The university is committed to supporting students toward timely graduation, offering them practical and professional training and concentrating resources in areas that will catalyze a culture of innovation at the university and beyond. TU is a high-touch undergraduate institution that provides all students with a firm grounding in critical and creative thinking, and that is STEM-heavy with a professional, practical focus.

In addition to the extensive academic assistance already offered at TU, a new Student Success Center will be a one-stop shop for most student services, from financial and career planning to academic

support and psychological counseling. First-year students will be matched with student success coaches, and upperclassmen can enjoy mentoring and networking opportunities thanks to our generous alumni, faculty and staff.

For a complete listing of The University of Tulsa Policies, organizations, services and resources go to the Student Affairs website at: utulsa.edu/student-affairs.



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Student Commitment

We, the students of The University of Tulsa, support the University's virtues of wisdom, faith and service by affirming that:

We strive for excellence in the pursuit of wisdom by encouraging free and open inquiry which is fundamental to the pursuit of knowledge, preserving our academic integrity by maintaining the highest ethical standards in our studies, and valuing the relationships with our professors who provide a rich learning environment.

We acknowledge the University's foundation on a faith in God and respect the faith traditions of all individuals.

We seek opportunities for service to benefit the University and the Tulsa community as an expression of appreciation toward those who facilitate and support our education and student community.

In all we do, we seek to strengthen our community by promising to stand against behaviors and actions that breach this pledge and demean others in the campus community – students, faculty, staff, and visitors. Through our contributions we will endeavor to leave The University of Tulsa a better community than when we entered it.

Student Pledge:

As a student of The University of Tulsa, I pledge to strive for excellence in the pursuit of wisdom, to acknowledge the University's foundation on a faith in God while respecting the faith traditions of all individuals, and to be of service to others in accordance with the ideals set forth in the Student Commitment.

University of Tulsa 2019-2020 New Student Handbook

The University of Tulsa 2019-2020 New Student Handbook is intended to provide you with academic and social information that will enhance your success as a student. Your handbook addresses questions and concerns that you will face daily. You will find that the handbook refers you to people and organizations that are interested in being of assistance.

If you are unable to find the information you need, please call us in the Office of Student Affairs, (918) 631-2895. We will assist you in finding answers to your questions.

University Student Conduct Policies & Procedures

The rules, regulations, and policies contained in this handbook apply to all TU students, full-time and part-time, including, but not limited to undergraduates, graduates, law school students, athletes, residence hall occupants, apartment occupants, members of fraternities and sororities and commuting students.

In addition to the rules, regulations and policies contained in this student handbook, other handbooks specific for certain groups of students apply as well. Therefore, the *Policies & Procedures Handbook for School of Nursing*, *Sports Medicine Handbook*, *Student-Athlete Handbook*, *Undergraduate and Graduate Bulletins*, *College of Law Handbook* containing the Policies and Regulations and *Law School Student Code of Conduct*, *The Guide to Living on Campus*, *Office of Research and Sponsored Programs: Policies, Procedures & Guidelines*, or *Student Union Facilities* booklet also may apply to you.

This handbook and the policies provided within it do not constitute a contract. The handbook provides information and reproduces certain significant policies of the University. Academic policies, including policies relating to academic misconduct, are established, published and enforced by the colleges and Office of the Provost.

Policies are subject to change at any time due to federal law or as deemed necessary by the university. For the latest editions, please visit the TU website at utulsa.edu/student-affairs/.

The University of Tulsa Statement on Rights, Freedoms, and Responsibilities

The Student Association and the Faculty Senate will review the *Statement on Rights, Freedoms, and Responsibilities* during the fall semester. If you have suggestions regarding revisions to the Statement, submit them to the president of one of these groups or to the Office of Student Affairs.

The University of Tulsa exists to promote the academic and social development of its students, the transmission of knowledge, the pursuit of truth and a sense of responsibility toward self and society. A deep respect for the fundamental rights of expression, assembly and petition is indispensable to the attainment of these goals. Academic freedom, based upon the freedom of the professor to teach and the freedom of the student to learn, is paramount to the purpose of the University.

Students at The University of Tulsa have varied educational goals and objectives but, as members of the academic community, they share a common important responsibility. That responsibility is to develop an inquisitive attitude toward the social, political, economic, moral, scientific, technological and aesthetic issues of the day; to achieve an understanding of these issues from all points of view and to participate in the humane solution to the problems that arise from them.

It is believed that these ideals can be best pursued and accomplished in an environment where individual and group deportment are tempered with a mutual respect for the rights of all people in the academic community.

I. The Freedom of Academic Inquiry

- A. **Freedom of Expression** Students should be free to question or take reasoned exception, either written or oral, to the interpretation and/or application of data, and matters of opinion in any course of study. However, students are responsible for learning the content of any course of study as required by the professor.
- B. **Freedom of Attendance** Attendance policies developed by Colleges, departments, or individual faculty members take precedence over contrary statements below. Students are encouraged to read course syllabi carefully and discuss attendance requirements with their professors. Students should be free to attend class or not to attend class in those classes where fair academic evaluation does not necessitate direct student participation. Class attendance should not be required for the sake of attendance itself. However, if the students voluntarily choose not to attend, they should not expect the professor to repeat for their benefit any information already presented in class. In those cases where the accreditation of a School or College requires a regular attendance policy, the requirement of the accrediting agency shall take precedence.
- C. **Access to Professor** Students should have the opportunity to confer with the professor outside the classroom. Professors should allot a reasonable proportion of their time for appointments with students to an extent consistent with class size and nature of the course.
- D. **Confidentiality** Students and professors have the ethical obligation to consider as confidential that information concerning views, academic achievement, beliefs, political association, and personal information acquired during their association.

- E. **Academic Evaluation** Students have the right to fair academic evaluation. At the beginning of each course, the professor should inform students of the standard by which they will be evaluated. Any serious deviation from this standard should be implemented only if no student is penalized by the change. Results of achievement measurement should be made available to the student in a reasonable period of time. Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled.
- F. **Evaluation of Faculty** In an attempt to assist the University in the pursuit of academic excellence, students should have the opportunity to evaluate the faculty, courses, curriculum, and policies of the University community.
- G. **Acquisition of Personnel** Students should have a means of voicing their opinions regarding appointment of faculty and administrative personnel. These opinions should be given fair and serious consideration in the decision-making process. In such cases where advisory committees are formed for acquisition of faculty and administrative personnel, students should have voting representation on such committees.
- H. **Facilities Students** should have access to facilities of learning where physical conditions such as lighting, seating, temperature control, noise limitations, and electrical facilities are conducive to learning and are adequate to prevent distraction from the learning process.
- I. **Records and Class Procedures** Students should be allowed to take notes and, with the permission of the instructor, make electronic and photographic records of class proceedings, as long as they do not disturb the class. These records may be reproduced and disseminated only with the permission of the instructor.
- J. **Retention of Original Work** Students and professors have an ethical obligation to respect the sanctity of original ideas as original work. They also have an obligation to recognize that benefits from such original work belong to the originator unless they are voluntarily relinquished.

II. Freedom of Expression

The rights of free inquiry and free expression, both public and private, are essential to the learning process and must be protected by the responsible and mutually supporting efforts of all segments of the University community. These rights shall not be infringed upon. It is the responsibility of students and student groups to make clear that they speak only for themselves when they are supporting causes, participating in public expressions, and conducting demonstrations.

- A. **Guest Speakers** Officially recognized student organizations may invite speakers of their own choosing to campus. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views they express, either by the sponsoring group or the University.
- B. **Peaceful Protest and Assembly** The University, groups, organizations, or individuals shall not infringe upon the right of peaceful assembly and protest, and the freedom to petition. Peaceful assembly shall not interfere with normal passage of other students and members of the academic community or the continuity of the educational process.
- C. **Dissemination of Printed Materials** Leaflets and printed materials may be distributed at gatherings, in common areas, and also in classrooms with the permission of the instructor. Other materials may be posted in designated areas. (Students should check with the deans' offices, resident hall directors, etc. for designated areas.)
- D. **Employment Interviews** The University, in recognition of the desire of students to seek employment, provides an employment interview service. Students shall be given equal opportunity to interview with any employer.
- E. **Student Communication Media** An integral part of the freedom of expression is contained in the freedom of student publications and communications media to discuss, examine, and intellectually explore information and ideas emanating from within as well as from outside the University community. The student editors and student directors of student communications media shall possess editorial rights and responsibilities and should be guided by principles of responsible journalism. Student originated codes shall protect student editors and student directors from harassment or removal from office and from prior censorship of material. Whenever editorial opinion is expressed, it should be so stated, and the source identified. Where federal broadcast regulations require faculty advisors, they shall be protected from harassment, removal from office, or loss of position due to the conduct of students involved.

III. Freedom of Association

Students, having a variety of interests and motivations, shall be free to organize and to join campus associations and groups to promote their common interests. Although the nature of groups based upon common interest does limit participation, no student otherwise eligible shall be excluded from membership in a campus organization on the basis of personal status or group characteristics including, but not limited to, the classes protected under federal and state law in its programs, services, aids, or benefits.

- A. **Organizations** The recognition, continued approval, and discipline that may be necessary for the governing and regulation of the Student Association as well as other student organizations shall rest with a regulatory body of the Student Association. While organizations periodically may be required to submit a constitution, and a list of current officers, membership lists may not be required as a condition of recognition. If a student organization has an off-campus affiliation, this should not disqualify the organization from recognition. Only those members in the University community will be eligible to make policy in student organizations. Each organization shall retain the freedom to choose its advisor, but the inability to secure an advisor shall not be the basis for non-recognition by the regulatory body. An advisor shall not control the policy of an organization or direct its activities.
- B. **Use of University Name** Individuals or organizations may use the University name only to identify their affiliation with the University. University approval or disapproval of any action or policy of an organization may not be stated or implied by that organization without expressed or written authorization.
- C. **Use of University Facilities** The provision of the University facilities used by campus, public, or other private groups shall in no way interfere with academic activities of the University. The appropriate administrative office responsible for coordinating the assignment of facilities is entitled to impose reasonable regulations upon the use of these facilities, including timeliness of request, the appropriateness of the facility, and the maintenance and care of the facility. In scheduling these facilities, priority should be given to groups and individuals within the student community. Those regulations shall not be used for purposes of censorship.

- D. **Use of Allocation of Funds** Student organizations should exercise autonomy in maintaining their financial affairs. If University funds are allocated to a student organization or if an organization utilizes the University Business Office, University standards of financial accountability will be prerequisite to the continued allocation of such funds or use of such services. The procedures shall not be used to influence the policy of any organization.

IV. The Right to Privacy

The right to freely exchange ideas and opinions, which is fundamental to the educational process, must be supported by the rights of individuals to the privacy of their beliefs. Students are responsible for their social morality, within the limits of civil legality. Individuals' political beliefs and activities are private and beyond the control of the University. Matters of political and moral behavior on the part of any student shall not be the subjects of recorded information.

- A. **In Residences on University Property** The right of privacy of University students living in University residence halls shall be as provided by law.
- B. **Confidentiality of Records** Respect must be accorded the confidential relationship between the University and its students by reserving the privacy of all records of each student. This relationship presupposes that records will be kept only on matters relevant to the educational process and that even those minimal records will not be disclosed except with the student's consent or in carefully circumscribed instances based upon clearly defined policy. The student's records, their supporting documents, and other files are confidential. They are to be maintained only by University staff.
- C. **Maintenance of Separate Files** Separate files should be maintained as follows: 1. Academic records, supporting records and documents, and general education records 2. Student personnel records 3. Records of disciplinary proceedings 4. Financial records 5. Medical and psychological records. Students may reserve the right to determine what honors, awards and organizational membership information are to become a part of their student personnel record.
- D. **Accessibility of Records for Faculty Advisement** Members of the faculty may have access to records and files necessary for academic advisement. Normally, records relating to financial, medical, psychological, and disciplinary matters will not be available for such purposes.
- E. **Retention of Records** Records shall not be preserved beyond graduation or other final departure of any student except as follows:
- The academic records, which include academic probation and dismissals may be retained indefinitely.
 - Financial records may be retained so long as any obligation exists.
 - Disciplinary records should not be retained beyond graduation, termination of affiliation with the University, or after a certain agreed upon time, such as a period of probation.
 - Medical or psychological records shall not be retained more than five years after graduation or other final departure from the University.

V. Off-Campus Freedom

Students occupy the dual role of members of the civil community as well as members of the academic community. Therefore, students

shall enjoy the freedoms and obligations of any other citizen, while at the same time being subject to the freedoms and obligations of the University community. Where the professional nature of a college requires jurisdiction to be exercised over students' off-campus behavior in accordance with established professional standards, such jurisdiction may be exercised in accordance with such standards. In cases where students are accused of violating civil law, University officials should be prepared to inform students of sources of legal counsel and may offer other assistance. Students who violate institutional regulations, without intent, as the direct result of off-campus activities, should not be penalized unduly and should be subject only to the penalty normally imposed for the violation of the specific regulation.

VI. Student Self-Government

The student body shall have the right of self-government. The right shall include the use of allocated funds and the passage of student resolutions, in addition to that usually implied by self-government.

VII. The Right of Students to Participate in University Government and the Decision-Making Process

As constituents within the University community, students shall possess the freedom and the channels for expressing their opinions on matters of University policy. The faculty and administration must bear final responsibility for the implementation and maintenance of degree requirements, course grades, and general academic standards.

- A. **Representation on University Committees** - In all cases where it is capable of being effected, students shall have adequate representation on University committees.
- B. **Participation in Housing Regulations** - In the matter of student residences, specifically residence halls, fraternities, and sororities, students shall have the right to develop governing rules in conjunction with others directly concerned provided that such rules shall not conflict with any University-wide regulation or policy then in force or thereafter adopted
- C. **Autonomy in Student Conduct Process** - Students shall have the right to participate in the conduct proceedings and the imposition of sanctions pertaining to student violations based upon codes of conduct.
- D. **Access to Statements of University Policy** - The University administration shall be responsible for providing statements of policy and general information, which affects the activities and well-being of students.

VIII. Standard in Disciplinary Proceeding

- A. **Expected Conduct** - The University has a continuing obligation to make clear the standards of behavior that it believes students must accept in order for the institution to carry out its education purposes. In addition to these statements of expectation, the University shall also clearly describe the means whereby a student shall have recourse in disciplinary proceedings.
- B. **The Right of Notice** - Students who are accused of violating prescribed codes of conduct shall be informed of the complaint against them, student rights and responsibilities, and University Student Conduct Board procedures. They shall also be advised that they need not provide a statement until they have had opportunity to speak to counsel.

C. Complaint Information

- a. Individuals filing or named in a complaint may receive a copy of the complaint upon request to the Dean or Associate Dean of Students in the Office of Student Affairs.
- b. Per Family Education and Rights to Privacy regulations, complainants of a crime of violence may receive notification of the results of the disciplinary proceeding. See regulations for further information.

Student Code of Conduct

The University of Tulsa holds high expectations for student conduct. The pursuits of each student and the high ideals of the University will be served best when students interact with one another and the University in an atmosphere of mutual respect, dignity, trust and honor. Specifically, it is incumbent upon each University of Tulsa student to

1. Respect order fairness, morality, and the rights of others.
2. Obey the laws of the land and the regulations, rules, and policies of the University.
3. Conduct their activities with high regard for the ideals of higher education, which include personal honor, academic honesty, and intellectual freedom.

Failure to fulfill these expectations will be sufficient cause for the University to initiate disciplinary proceedings. Any student found to have violated the Student Code of Conduct will be subject to disciplinary action or involuntary withdrawal by the University. To review the complete Student Code of Conduct policy including prohibited conduct, student conduct proceedings and rights and responsibilities of student organizations, please visit <https://utulsa.edu/student-code-of-conduct> or call the Student Affairs Office 918.631.2895.

ADA/504 Accommodation Policy for Students with Disabilities

- A. The University of Tulsa is committed to providing equal access for all students to its programs and services, including the equality of opportunity to be competitive in academic endeavors. Effective and efficient implementation of this commitment requires the cooperation of all of the University's offices, departments, and personnel as well as appropriate utilization by students of the University's services, depending on their particular situations and needs.
- B. Admission requirements for students with disabilities are the same as for all other students. Reasonable accommodations will be made upon proof both of disability and need for the accommodation. However, students attending the University of Tulsa must be otherwise qualified to attend and participate in its academic programs. Accommodations for students with disabilities are meant to equalize educational opportunities, but do not guarantee success or level of academic achievement. Therefore, in addition to the specific accommodations provided, the University encourages utilization of auxiliary services available to all students to maximize opportunities for success.
- C. Individuals with disabilities are guaranteed certain protections and the right to accommodation based upon documentation. The documentation must indicate that the disability substantially limits a major life activity and must address the academic impact. Students with disabilities who seek accommodations must complete an "Application for Disability Services" form. Students

are encouraged to submit this application before the academic term for which the accommodation is requested. Accommodations may be made during the term upon late submission of the form, but will not serve to alter prior grading or academic status. Documentation must be appropriate and justify a need for the accommodation by addressing the functional limitations created by the disability and must be applicable to the request for accommodation. Requests for curricular changes (e.g., course substitutions) may require more extensive justification for academic adjustments. Determination of eligibility and approval or change of accommodations will be made by the 504/ADA Coordinator or designee. No other office or university personnel has authority to approve an accommodation for a student. The University may provide alternative reasonable accommodations rather than the specific accommodation requested by the student, and not all requested accommodations will necessarily be approved. Appropriate modifications of accommodations will be determined on a case-by-case basis and will not necessarily incorporate all requested changes. Requests must be submitted in writing utilizing the Request for Change in Accommodations form. A more thorough explanation of the requirements for documentation is available on the University of Tulsa website or from the Center for Student Academic Success. Written permission must be granted for review of the documentation directly with the responsible professional and/or other appropriate University officials in order to clarify or better understand how to best accommodate the specific disability without compromising academic performance standards or graduation requirements.

- D. Some accommodations provided at the secondary school level are not appropriate at the collegiate level, and students must prepare accordingly. Students may wish to provide information about past accommodations to assist in the accommodation request process, and documents such as IEPs and 504 plans may be appropriate documentation in some circumstances. However, the Americans with Disabilities Act, including its amendments, focuses on providing access, not guaranteeing success. The University of Tulsa will provide full access to educational programs and opportunities. The University may provide alternative reasonable accommodations rather than the specific accommodation requested by the student and not all requested accommodations will necessarily be approved. The institution is not required to fundamentally alter its programs in order to accommodate students.
- E. Temporary accommodations may be available while the University engages in an interactive process to determine whether ongoing accommodation is appropriate and, if so, which reasonable accommodations are needed; any temporary arrangements do not reflect a determination that ongoing accommodation will be granted and/or which reasonable accommodations are appropriate, and do not create an obligation on the part of the University to continue accommodation. Students who are approved for temporary arrangements for temporary health conditions are only allowed to use those arrangements for a limited time. To get full permanent accommodations, students must have a disability as defined under the Americans with Disabilities Act and Amendments.
- F. Within 20 working days, based on the university work calendar, of receiving the written request and all pertinent documents, a written response will be issued. To avoid delay due to multiple requests made at the beginning of each term, students requesting accommodations (including any changes) are encouraged to submit all documentation no later than one month prior to

the beginning of the term for which the accommodations are requested. When the student is found eligible for services, the student must meet with a staff member for discussion about accommodations and to review rights and responsibilities. Faculty and other personnel are to provide accommodations only according to the official written accommodation statement. This document will not cover accommodations for a student as an employee; accommodations in the workplace must be separately requested through the Office of Human Resources.

- G. It is the responsibility of the student who requests accommodations to provide the following, as applicable:
- Documentation prepared by appropriately certified personnel qualified to diagnose disabilities; including, but not limited to those certified or licensed as physician, educational diagnostician, learning disability specialist, or psychologist.
 - Documentation of the testing procedures followed, the instruments used to assess the disability, the test results, and the interpretation of the results. Diagnosis of some disorders must meet specific criteria, for example, the diagnosis of Learning Disabilities, Attention Deficit and Hyperactivity Disorder or similar conditions. Contact the 504/ADA Coordinator for more information.
 - Documentation specifying recommended academic accommodations, which will be taken into consideration when identifying reasonable academic adjustments.
 - Documentation reflecting the individual's present achievement level. This must be as comprehensive as possible, and to be in the student's best interests, must usually be dated no more than three years prior to the student's request for services.
 - Documentation including test results for at least the following characteristics: intelligence, vocabulary, reading rate, reading comprehension, spelling mathematical comprehension, memory, and processing skills, which are required for most disabilities involving intellectual functioning.
 - Additional testing results or additional appropriate documentation of the disability as determined by the 504/ADA Coordinator.

Documentation should be sent directly from the service provider to the Center for Academic Success.

- H. All information submitted concerning the disability is confidential and will be released to instructors or others only with written consent from the student or in compliance with legal requirements.
- I. Students needing auxiliary services, such as readers, interpreters, or note takers, etc. should discuss these needs with the 504/ADA Coordinator or designee. In addition to discussing appropriate education modification, the 504/ADA Coordinator or designee will serve as a liaison with university faculty and administration on behalf of students with disabilities, including the Office of Human Resources for those students who are also employees and in need of accommodation in the workplace.
- J. Students who request accommodation and who believe that the accommodations have been impermissibly denied, or who believe that they have been discriminated against on the basis of their disability, should bring this matter to the 504/ADA Coordinator. If the 504/ADA Coordinator is unable to resolve the matter informally or if the student is unsatisfied with the

resolution, the student should refer to the ADA/504 Grievance and Appeal Policy which is available on the University website or in the Center for Student Academic Success.

- K. Students with documented disabilities that warrant the adjustment of carrying less than a full-time course load can be determined eligible for full-time student status. In such cases, the student must provide documentation of need for a reduced course load, which will be submitted to the 504/ADA Coordinator for consideration. Accommodations for a reduced course load must be reconsidered each semester and may require additional documentation. Students should check as needed with appropriate departments regarding eligibility requirements such as Financial Aid, Athletics, internship placements, etc.
- L. Accommodations for off-campus placement, such as internships, study abroad or other experiential programs may be subject to limitations beyond the control of the university. Students seeking accommodations for such off-campus programs should do so as far in advance as possible, so that the 504/ADA Coordinator or designee can attempt to work with the off-campus site in the best interest of the student's educational opportunity.
- M. Students with documented disabilities will be allowed to enroll prior to the regular enrollment date. Additionally, students with disabilities are encouraged to take advantage of the following related services available to all students at the university through the Center for Student Academic Success:
- Free tutoring
 - Individual, confidential conferences about individual concerns
 - General study skills, time management, and goal setting assistance
 - Referral to qualified resources for diagnostic evaluation of learning disabilities at the student's expense
 - Academic success coaching and individualized assistance for improving study strategies
 - Psychological support through referrals to the Office of Counseling and Psychological Services
- N. The University of Tulsa does not offer students with disabilities the following:
- Special classes
 - Special Tutorial Program
 - A reduced standard for academic performance
 - Exemption to graduation requirements
 - Credit for effort in place of demonstrated competence in course or subject content
 - A substantial change or alteration in the course of study

O. Students' responsibilities are further delineated in Rights and Responsibilities of Students Using Accommodations Policy, which is available online and through the Center for Student Academic Success.

P. Physical Disabilities and Temporary Disabilities
Students wishing to discuss the availability of services for the physically disabled or temporarily disabled, or who wish to identify barrier problems should contact the 504/ADA Coordinator:

For further information contact:

Tawny Rigsby, Ph.D., Director and 504/ADA Coordinator
Center for Student Academic Success, 2nd Floor, Hardesty Hall
800 South Tucker Drive, Tulsa, Oklahoma 74104
(918) 631-2315/TDD (918) 631-3329

Notification of Student Absences by the Center for Student Academic Success

All absences should be considered on a case-by-case basis by the instructor, in accordance with the policies of the department and/or division. The staff at the Center for Student Academic Success (CSAS) will notify faculty members of confirmed student absences only under the following conditions:

- When a member of the staff of Alexander Health Center notifies the staff of CSAS that a student has an illness which requires him/her to be quarantined
- When the staff of CSAS is notified of a student's hospitalization for longer than a 48-hour observation period
- In situations where confidentiality must be maintained, CSAS staff will accept documentation from off-campus health care providers (physician, psychologist, or other recognized documenting authorities for emergency situations) and notify faculty members of their recommendations.

All requests for notification must be accompanied by the following documentation:

- date of onset of illness or condition
- date of expected return to school
- diagnosis
- documentation must be provided on letterhead from a licensed health care professional
- signature of the diagnosing profession

All requests for notification of faculty by CSAS staff for the funeral of an immediate family member (parent, siblings, spouse, or children) resulting in an absence must be accompanied by the following documentation:

- date of funeral
- date of your return
- name and relationship to deceased
- name of funeral home, location, and telephone number for verification purposes

Faculty members are encouraged to determine the appropriate attendance policy for their classes and state these requirements in their syllabi. The CSAS notification to faculty is informational and is not intended to intrude upon faculty members' policies regarding class attendance or opportunities to make up work.

Questions should be directed to the Center for Student Academic Success (CSAS) at 918.631.2315.

Alcohol and Drug Policy

The University of Tulsa, through compliance with the requirements of the Drug-Free Schools and Communities Act of 1990, forbids the use of illegal drugs and controlled substances. This policy covers all full-time, part-time, regular, or temporary students and employees. The policy governs use and possession of alcoholic beverages of any kind and all controlled substances and illegal drugs. Student involvement in such activities is considered gross misconduct and, therefore, is subject to disciplinary action, up to and including dismissal.

Please visit <https://utulsa.edu/alcohol-and-drug-policy/#drug%e2%80%90free-schools-and-communities-act-policy> to review the complete alcohol and drug policy. For questions contact the Office of Student Affairs: 918.631.2895

Hazing Policy

The University of Tulsa's Student Code of Conduct defines hazing as:

"Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form."

Participation in hazing is prohibited and consent to being hazed is not an acceptable defense.

Actions and activities which are explicitly prohibited by The University of Tulsa include but are not limited to the following:

- Forcing, requiring or endorsing pledges/associates/members to drink alcohol or any other substance and/or providing such alcohol or other substance;
- The unauthorized or illegal use of alcohol in any form or quantity during an activity;
- Dropping food into mouths;
- The eating of spoiled foods or anything an individual refuses to eat;
- Forced calisthenics, such as sit-ups, push-ups and runs;
- Branding;
- Causing excessive fatigue through physical and psychological shocks;
- Paddle swats of any nature;
- Pushing, shoving or tackling or any other physical abuse;
- Line-ups of any nature;
- Throwing anything (whipped cream, garbage, water, paint, etc.) at an individual;
- Theft of property under any circumstances;
- Assigning or endorsing "pranks" such as stealing, harassing other organizations;
- Defacing trees, grounds or buildings;
- Conducting member-related activity between the hours of midnight and 8 a.m. or awaking individuals during these hours;
- Permitting less than eight continuous hours of sleep for pledges/associates/members each night;
- Engaging in unauthorized activity which involves compelling an individual or group to remain at a certain place or transporting anyone anywhere, within or outside the City of Tulsa (road trips, kidnaps, etc.);
- Conducting unauthorized quests, string hunts, treasure hunts, scavenger hunts, paddle hunts, big sister or little sister hunts;
- Conducting activities which do not allow adequate time for study during pre-initiation or initiation periods;
- Expecting participation in an activity that all members do not do;
- Expecting participation in an activity that all members will not do;
- Deceiving pledges/associates/members prior to the ritual designed to convince a pledges/associate/member that he/she will not be initiated or will be hurt;
- Requiring pledges/associates/members to "march" in formation;
- Carrying items;
- Publicly wearing apparel which is conspicuous and not "normally" in good taste;

- Yelling and screaming at pledges/associates/members;
- Calling pledges/associates/members demeaning names;
- Playing extremely loud music or music repeated over and over or any other audible harassment;
- Not permitting pledges/associates/members to talk for extended periods of time;
- Engaging in public stunts of buffoonery, public displays, or greetings to pledges/associates/ members;
- Requiring or encouraging pledges/associates/member to talk for extended periods of time;
- Nudity at any time;
- Members messing up the house or a room for the pledges/ associates/members to clean;
- Pledges/associates/members messing up the house;
- Running personal errands (servitude);
- Forcing, requiring or endorsing pledges/associates/members to violate any University or national/international fraternity and sorority policy or any local, state, or federal law.

If you suspect you are a victim of hazing or suspect others may be victims of hazing, please immediately contact any of the following Resources:

Campus Security	918-631-5555
Office of Student Affairs	918-631-2895
Counseling Center	918-631-2241
Residence Life & Housing	918-631-2516
Emergency (on campus)	918-631-5555
Tulsa Police (non-emergency)	918-596-9222
Emergency (off campus).....	911

Oklahoma Hazing Law

Hazing may constitute criminal activity under Oklahoma law. A law codified in the Oklahoma Statutes at Title 21 Section 1190 reads as follows:

- No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.
- Any hazing activity described in subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.
- A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education.
- Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00) and the forfeit for a period of not less than one (1) year all of the rights and privileges of being an orga-

nization organized or operating at the public or private school or at the institution of higher education.

- Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00), or by both such imprisonment and fine.
- For purposes of this section:
 - "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state;
 - "Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverages as defined in Section 506 of Title 37 of the Oklahoma Statutes, low-point beer as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and
 - "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Hazing in any form is prohibited and constitutes a violation of this statute. Responsibility for enforcement of this regulation rests with the officers and members of the respective student organizations. Violation of this policy, including the Oklahoma Hazing Law, will result in disciplinary action for the responsible individuals, organizations, and organizational officers as well as exposure to the monetary and incarceration penalties as provided under the law.

Penalties - Individuals

Individuals will be sanctioned per the Student Code of Conduct and the Dean of Students.

Penalties - Student Organizations

All sanctions imposed on student organizations by the University will be administered through the Office of the Dean of Students. The following penalties may be assessed singly or to follow consecutively (e.g. a group may have their registration rescinded and be allowed to return to the University on probation at the completion of the time of rescinded registration.) Sanctions assessed will list the length of the probation and/or rescission (unless indefinite), the specific privileges to be forfeited, and any and all other conditions established as a part of the sanction.

- A Letter of University Reprimand - will not include forfeiture of privileges.
- Social Probation - may stipulate the forfeiture of specifically listed social and/or other privileges for a period of not less than three (3) months, or more than three (3) calendar years, and may also require specific performance during probation.
- Total Probation - this is the most severe sanction that the

University may impose upon a student organization, short of rescinding University recognition. Total Probation shall be for a stated period of time not to exceed one (1) calendar year and prohibits the organization from: sponsoring, co-sponsoring, or participating in any and all social, intramural, athletic, or other similar activities on or off campus; the solicitation of any pledges/associates/new members; and the initiation of any pledges/associates/new members. Total probation may also include the forfeiture of other specifically listed privileges. It may also require specific performance by the organization during the period of probation.

- D. Rescission of University Registration - this represents the most serious penalty that may be imposed on a registered student organization. It involves the revoking of the University's recognition of the organization for a stated or an indeterminate period of time. If the organization also holds a charter from a national organization or association, the University may also request that the national organization or association revoke the organization's charter. Organizations that maintain a residence or meeting facility on University property may not occupy or utilize that facility unless and until the organization returns as a registered student organization in good standing.

Firearms, Air Rifles, Weapons, Explosives and Fireworks Policy

Firearms, air rifles, weapons (including knives with blades longer than four inches), explosives and fireworks are not permitted in any University building, on the campus grounds, or in vehicles on campus (except as provided herein) unless authorized by the University President (or their designee) or as required by law.

To the extent required by Oklahoma law, a lawfully possessed and stored handgun may be kept in vehicles parked in University parking spaces. Effective November 1, 2019, to the extent required by Oklahoma law, a lawfully possessed and stored firearm, machete, blackjack, loaded cane, hand chain or metal knuckles may be kept in vehicles parked in University parking spaces. Such weapons may not be removed from the vehicle.

Firearms are strictly prohibited in on-campus housing.

Students and employees who wish to bring firearms or other weapons to campus even for a short duration of time must immediately register them with Campus Security and turn them over for storage, unless the weapon is one permitted to be lawfully kept in a parked vehicle as provided above. The University strongly encourages storing weapons with Campus Security, rather than in parked vehicles.

Violation of this policy will result in a minimum \$250 fine and disciplinary action. The Residence Hall Association also has imposed significant financial penalties for possession of these items in housing. Refer to "Concealed Weapons" in this section for further details.

Concealed Weapons

Consistent with Title 21 Oklahoma Statutes sections 1277(F) and 1290.22, it is prohibited for anyone to carry a concealed weapon on the University of Tulsa's campus, except: under specified conditions as set out in University of Tulsa policy, if authorized by the University President (or their designee), or as required by law.

Violation of The University of Tulsa's policies pertaining to concealed weapons will result in a minimum \$250 fine and disciplinary action. Please contact the Office of Human Resources or the Office of Student Affairs for questions or additional information.

Ethics Code and Policy for Computer Use

Purpose

To establish policy to ensure the provision of computer and telecommunication resources and services to the faculty, staff, and students, as well as outside clients of The University of Tulsa (TU). This policy applies to the use of all institutional data regardless of the office in which it resides or the format (paper, film, electronic, etc.) in which it is used.

The following policy, rules, and conditions apply to all users of TU computer and telecommunication resources and services. Violations of this policy are unethical and possibly unlawful. In accordance with established University practices, violations may result in disciplinary action that could result in expulsion from the University or dismissal from a position, and/or legal action.

Policy

TU strives to provide all computer users with privacy and a fair share of technical resources. All computer users have the responsibility to use the TU computer resources in an efficient, effective, ethical, and lawful manner consistent with the Rules and Regulations of the University. The ethical and legal standards that all users should maintain are derived directly from standards of common sense and common decency that apply to the use of any public resource within the University and are documented in the local, state, and federal statutes and The University of Tulsa codes, rules, regulations, policies, and procedures.

The University of Tulsa seeks to protect computer-based information, recognized as a primary administrative, educational and research asset, from accidental or intentional unauthorized modification, misuse, destruction, disruption, or disclosure. In order to make every reasonable effort to protect the integrity of its computing systems, workstations, networks, lab facilities, etc., the University has the right to monitor its computing resources.

TU has an obligation to respect the privacy of a user's files, electronic mail, and printer listings to the best of its ability. With reasonable cause for suspicion, TU has the right to monitor any and all aspects of a system, including individual login sessions to determine if a user is acting in violation of the policies set forth in this document or as stated by law. The issuance of a password or other means of access is to assure appropriate confidentiality of university files and information and does not guarantee privacy for personal or improper use of university equipment or facilities.

1. USERS MUST ABIDE BY ALL SOFTWARE LICENSES, TU COPYRIGHT AND INTELLECTUAL PROPERTY POLICIES AND APPLICABLE FEDERAL AND STATE LAWS.

2. Users are responsible for safeguarding his or her user identification (ID) and password. Users should not print, store on-line, or give his or her password to others. The user is responsible to make authorized usage of the ID for its intended purpose only. Each user is responsible for all transactions made under the authorization of his or her ID.

3. Computer users shall not intentionally seek, provide, or modify information in or obtain copies of files, programs, keystrokes, or passwords belonging to other computer users without the permission of those other computer users. This includes all system files and accounts.

4. Files controlled by individual users are considered private, whether or not they are accessible by other users. A user must obtain written permission from the owner of a file to alter or copy a file that does not belong to him or her. The ability to read, alter or copy a file does not imply permission to read, alter or copy that file.

5. Each account owner and workstation user is solely responsible for the usage incurred through her/his account or workstation. Individuals who intentionally abuse accounts and privileges, degrade system performance, misappropriate computer resources or interfere with the operation of the computer and/or telecommunication facilities are subject to disciplinary action. The removal, modification, or reconfiguration of files on TU computer hardware or software is prohibited.

6. The electronic communication facilities are not to be used for the transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, political material, or any other unauthorized or personal use.

7. The development and/or use of self-replicating code is allowed only under the direction of the academic faculty and Computing and Information Resources.

8. Computer users will use network links solely for the purpose permitted in the network guidelines (e.g., Internet1, Internet2, National Lambda Rail). Users are responsible for obtaining and adhering to all network acceptable use policies.

9. The ability to connect to other systems through the network does not imply the right to connect to these systems or to make use of these systems unless properly authorized by the owners of those systems.

10. Users share many resources, such as disk space, CPU cycles, printer queues, batch queues, login sessions, software licenses, etc. No user may monopolize these resources and should utilize these resources only to the extent necessary for purposes related to authorized use.

11. Computer users shall not intentionally develop or use programs or devices that harass other computer users or that infiltrate the system and/or damage the software or hardware components of the system. Users have the right not to be harassed whether it be by physical, verbal, electronic, or other form of abuse and may complain or bring formal grievance through appropriate channels where the abuse complained of is by a TU authorized user, whether on or off campus.

12. Although each user has the right to freedom of speech, harassing or defamatory material may not be sent via electronic mail or posted to electronic bulletin boards, news groups, etc.

13. Use of the electronic communication facilities (such as electronic mail, telephone mail, or systems with similar functions) to send fraudulent, harassing, obscene, indecent, profane, intimidating, or other unlawful messages is prohibited.

14. Users will not aid, abet, or act in conspiracy with another to violate any part of these policies, rules, and conditions.

15. Occasional proper personal use of computer equipment and software is permitted when personal use does not interfere with expected work performance or violate any applicable policy, rule,

or law. An employee's performance appraisal may take into account personal use and a supervisor may require a change in personal use as a condition of employment where appropriate.

Intellectual Property Rights

Technical information, discoveries, inventions, and patents resulting from investigation or research conducted by employees or students of the University, a) which is financed in whole or in part from funds administered by the University, or b) as a direct result of an employee's duties or a student's academic pursuits with the University, or c) made in whole or in part by the utilization of University resources or facilities, are the property of the University and the inventor. In no event may the name of the University be used in connection with any invention, item or process resulting from research without the written consent of the University.

A more detailed statement of the procedures and regulations affecting intellectual property may be found in the Research Office's Policies, Procedures, and Guidelines. This publication may be found in an academic dean's office, the Provost Office, and the Office of Research and Sponsored Programs or on The University of Tulsa website: www.utulsa.edu/research/office-research/

Ethical Conduct in Academic Research and Scholarship

Background / Introduction

The integrity of the research process is an essential aspect of a University's intellectual and social structure. Research is defined as all investigative, scholarly, and creative activity that supports the intellectual endeavors of the University. Although incidents of misconduct in research may be rare, those that do occur threaten the entire research enterprise. The integrity of the research process must depend largely upon self-regulation. Formalization of the rights and responsibilities underlying scientific method is imperative in the research process. The University is responsible both for promoting academic practices that prevent misconduct and also for developing policies and procedures for dealing with allegations or other evidence of fraud or serious misconduct. All members of the University community—students, staff, faculty and administrators—share responsibility for developing and maintaining standards to assure ethical conduct of research and detection of abuse of these standards. In dealing with this problem it is important to create an atmosphere that encourages openness and creativity. Good and innovative science cannot flourish in an atmosphere of oppressive regulation. Moreover, it is particularly important to distinguish misconduct in research and scholarship from the honest error and the ambiguities of interpretation that are inherent in the scientific process and are normally corrected by further research. The policies and procedures outlined below apply to faculty, staff, and students; however, they are not intended to address all academic issues of an ethical nature. For example, discrimination and affirmative action are covered by other University policies.

Ethical Conduct in Academic Research and Scholarship

The primary way to encourage appropriate conduct in research and scholarship at the University is for faculty to promote and maintain a climate consistent with high ethical standards. To reduce the likelihood of misconduct in research and scholarship, the faculty and administration should facilitate the following:

- A. Encouragement of intellectual honesty.
- B. Assurance that quality of research, scholarship, and creative activity is emphasized.
- C. Acceptance of responsibility of supervisor as appropriate to the discipline.
- D. Establishment of well-defined research procedures.
- E. Appropriate assignment of credit and responsibility.

Definitions

- A. “Misconduct in research and scholarship” means any form of behavior that entails an act of deception whereby one’s work or the work of others is misrepresented. Other terms, such as research fraud or scientific misconduct, are subsumed within the term as defined. Misconduct in research and scholarship does not include honest error, or honest differences of interpretations or judgments of data. The principal element of misconduct in research and scholarship is the intent to deceive others or misrepresent one’s work. Misconduct involves significant breaches of integrity that may take numerous forms such as, but not limited to, those outlined below:
 - a. Falsification of data
 - b. Plagiarism
 - c. Improprieties of authorship
 - d. Misappropriation of the ideas of others
 - e. Violation of Generally Accepted Research Practices
 - f. Material failure to comply with governmental requirements or contractual agreements affecting research
 - g. Inappropriate behavior in relation to misconduct
- B. “Inquiry” means information gathering and initial fact-finding to determine whether an allegation or apparent instance of misconduct warrants an investigation.
- C. “Investigation” means the formal examination and evaluation of all relevant facts to determine if misconduct has occurred. The full text of this policy is contained in Office of Research and Sponsored Programs: Policies, Procedures, Guidelines, copies of which are available in the Office of Research and Sponsored Programs, the Office of the Provost, the Dean of Students’ Office, or from the University web site: www.utulsa.edu/research/of-fice-research

Official Means of Communication with Students

The University of Tulsa communicates a variety of information to students. Some of this information is time-sensitive relating to such things as, but not limited to, enrollment dates, deadlines for refunds, dropping courses and withdrawal from university or campus housing. Therefore, it is essential in those cases that the information is received by students in a timely manner. As a result, The University has designated certain addresses as the official means of communicating with students. These official addresses are the student’s university-issued email address, university-assigned campus address, and/or the student’s home address as listed in the University’s Datatel system.

The University will consider that it has communicated with a student as long as the communication has been sent to any one of these addresses. The communication specifically does not have to be sent to all three. Therefore, it is the student’s responsibility to assure that he or she has access to these official addresses, checks them regularly for any communications for The University and updates any changes in each of these three official addresses in a timely manner.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law governing the privacy of student education records. Under FERPA, eligible students have the right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information from those records, and to file complaints with the U.S. Department of Education. In addition, FERPA defines the circumstances in which student information may be disclosed without written consent of the student. FERPA allows schools to disclose student information without written consent by the student where the information has been properly designated as “directory information,” where the disclosure is to school officials with a legitimate educational interest in the education records, and where the disclosure fits within one of the other exceptions identified in 34 C.F.R. § 99.31. To learn more, please see the University of Tulsa’s Notification of Rights under the Family Educational Rights and Privacy Act (FERPA), at www.utulsa.edu/ferpa.

Policy on Sexual Misconduct at the University of Tulsa

I. POLICY STATEMENT

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX broadly prohibits sexual misconduct in recruitment, admissions, employment, retention, and access to educational programs or activities.

Sexual misconduct, as defined below, is prohibited by this policy and will not be tolerated within the TU community. Every member of the TU community has the right to resources should they experience an act of sexual misconduct. Please come forward and ask questions, report, and help us eradicate sexual misconduct by stopping the silence surrounding it.

This policy pertains to students, employees, and visitors of The University of Tulsa. “Student” means any person for whom the University maintains educational records, as defined by the Family Educational Rights and Privacy Act of 1974 and related regulations, and who is currently enrolled in ANY course and/or is part of a degree-granting program even though conduct may occur before classes begin, including new student orientation, or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). Persons who are not enrolled for a particular term but who have a continuing relationship with the University are considered students as are persons living in University housing facilities although not enrolled in the University. This policy applies to but is not limited to undergraduate and graduate students alike, and students studying abroad.

“Employees” means all full-time, part-time, and temporary faculty members, administrative/ professional and hourly employees, contract workers, and trustees of The University of Tulsa, at all times and places in any connection with this institution, whether on or off campus.

“Visitors” means business invitees, vendors, visitors, and guests of any student or employee of The University of Tulsa, at all times and places in any connection with this institution, whether on or off campus.

The University of Tulsa values excellence in scholarship, dedication to free inquiry, integrity of character, and commitment to humanity

as described in our Mission statement and Code of Conduct. Sexual misconduct violates our institutional values and its presence in the community presents a barrier to fulfilling the University's scholarly, research, educational, patient care, and service missions. As such, sexual misconduct will not be tolerated at The University of Tulsa and is expressly prohibited.

TU investigates reports of sexual misconduct and provides internal grievance procedures. These procedures offer persons reporting sexual misconduct an internal avenue for holding violators accountable for their actions. The University will issue appropriate sanctions against any person found responsible for prohibited conduct whether the behavior occurred on campus or off campus. The University of Tulsa respects the privacy of consensual relationships among consenting adults and does not intend to become intrusive in these relationships. However, if these relationships should lead to an allegation of violent, coercive, or threatening behavior or if a person is involved in an unwanted or non-consensual incident, then the University will assist those persons and make resources available to them.

Furthermore, acts prohibited by this policy may constitute violations of other University policies and regulations that may require additional proceedings. For example, complaints against non-student responding parties who are employed by the University may also constitute violations of the appropriate faculty or staff conduct-policy. Students, employees, and visitors are advised that some acts of sexual misconduct may also constitute a violation of the Oklahoma statutes. Therefore, complainants may wish to pursue the matter through the state's civil, and/or criminal systems as well as through the University system since each of these entities may offer different protections and resources. These statutes are available at: <http://www.oscn.net/applications/oscn/index.asp?ftdb=STOKST&level=1>

This policy shall be applied and interpreted in conjunction with the following existing documents (and any amendments or successor documents): The Policy on Harassment; The Statement on Academic Freedom Responsibility and Tenure (faculty); The Student Code of Conduct and The University of Tulsa Statement on Rights, Freedoms and Responsibilities (students); The University Policies and Procedures Manual (non-faculty employees); The University of Tulsa Policy on Non-Discrimination, as adopted by the Board of Trustees on September 18, 1991 and The University of Tulsa Student Pledge and Commitment, created and approved by the student body and accepted by the Board of Trustees in the Fall of 2003. Additionally the Ethical Conduct in Academic Research and Scholarship policy may also apply to any situation. All of these documents are available online, and as links in this policy. To access these policies, sign in to the Portal at utulsa.edu.

In conjunction with this policy, the University publishes a Resource Guide containing detailed information on sexual misconduct prevention training as well as additional campus and community resources available to persons who have experienced sexual misconduct. The Resource Guide is available online, and as a link in this policy.

II. PROHIBITED CONDUCT

This Policy prohibits sexual misconduct. Sexual misconduct encompasses all forms of sex and gender-based discrimination, harassment, abuse, violence, and sexual assault (whether digital, emotional, psychological or physical in nature) as well as unwelcome sexual conduct, dating violence, domestic violence, inter-

personal violence, stalking, coercion, exploitation, and any act of retaliation based on a complaint of sexual misconduct.

III. DEFINITIONS

COERCION

"Coercion is the act of using pressure, alcohol or drugs, or force to have sexual contact with someone against their will" and includes "persistent attempts to have sexual contact with someone who has already refused." Think of coercion as a spectrum or a range. It can vary from someone verbally egging you on to someone actually forcing you to have contact with them. It can be verbal and emotional, in the form of statements that make you feel pressure, guilt or shame. You can also be made to feel forced through subtler actions. For example, your partner or someone else might:

- Make you feel like you owe them;
- Give you compliments that sound extreme or insincere as an attempt to get you to agree to something;
- Badger you, yell at you or hold you down;
- Give you drugs and alcohol to loosen up your inhibitions;
- Play on the fact that you're in a relationship, saying things such as: "Sex is the way to prove your love for me" or "If I don't get sex from you I'll get it somewhere else";
- React negatively (with sadness, anger or resentment) if you say no or don't immediately agree to something;
- Continue to pressure you after you say no;
- Make you feel threatened or afraid of what might happen if you say no; and
- Try to normalize their sexual expectations: ex. "I need it, I'm a guy."

DATING VIOLENCE

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes but is not limited to:

- Controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in heterosexual or LGBTQIA+ relationships, and between partners with transgender identity. It can include verbal, emotional, physical, or sexual abuse, or a combination; and
- Sexual or physical abuse or the threat of such abuse.

DIGITAL HARASSMENT/ABUSE

The use of technologies such as texting and social networking to bully, harass, stalk or intimidate another person. Often this behavior is a form of verbal or emotional abuse perpetrated online. Examples of digital harassment /abuse include but are not limited to:

- Tells you who you can or can't be friends with on Facebook and other sites;
- Sends you negative, insulting or even threatening emails, Facebook messages, tweets, DMs or other messages online;
- Uses sites like Facebook, Twitter, foursquare and others to keep constant tabs on you;
- Puts you down in their status updates;
- Sends you unwanted, explicit pictures and demands you send some in return;
- Pressures you to send explicit video;
- Steals or insists to be given your passwords;
- Constantly texts you and makes you feel like you can't be separated from your phone for fear that you will be punished;

- Looks through your phone frequently, checks up on your pictures, texts and outgoing calls;
- Tags you unkindly in pictures on Instagram, Tumblr, etc.; and
- Snaps you unwanted, explicit pictures or videos, or films you without your consent.
- Domestic Violence
- Domestic Violence is defined as a felony or misdemeanor crime of violence committed
- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; and
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

DOMESTIC VIOLENCE

Domestic Violence is defined as a felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; and
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

EMOTIONAL HARASSMENT/ABUSE

Emotional harassment/abuse within a relationship is when one partner exerts control over another in a non-physical way. This includes but is not limited to:

- Calling you names, insulting you or continually criticizing you;
- Refusing to trust you and acting jealous or possessive;
- Trying to isolate you from family or friends;
- Monitoring where you go, who you call and who you spend time with;
- Demanding to know where you are every minute;
- Punishing you by withholding affection;
- Threatening to hurt you, the children, your family or your pets;
- Humiliating you in any way;
- Blaming you for the abuse;
- Gaslighting: emotional manipulation that causes a victim to question their own feelings, instincts and sanity;
- Accusing you of cheating and being often jealous of your outside relationships;
- Serially cheating on you and then blaming you for their behavior;
- Engaging in, or threatening to engage in, behaviors intended to hurt you;
- Seeking out other sexual interests or activities to prove that they are more desired, worthy, etc. than you are;
- Attempting to control your appearance: what you wear, how much/little makeup you wear, etc.; and

- Telling you that you will never find anyone better, or that you are lucky to be with a person like them.

GENDER-BASED DISCRIMINATION

Gender-based discrimination is unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including harassment, abuse, violence or assault based on a person's gender identity, gender expression, and/or nonconformity with gender stereotypes.

INTERPERSONAL VIOLENCE

Interpersonal violence encompasses a broad range of abusive behavior committed by a person who is or has been in a romantic or intimate relationship with the person reporting the conduct or who is a spouse or partner, family member; or a roommate. Interpersonal violence includes physical, sexual, emotional, economic, or psychological actions or threats of actions that a reasonable person in similar circumstances and with similar identities would find intimidating, frightening, terrorizing, or threatening.

PHYSICAL ABUSE

Physical abuse occurs when a person exerts control over another person by using physical force. Physical abuse can be a single occurrence or happen repeatedly, and can include any of the following tactics of abuse:

- Pulling your hair, punching, slapping, kicking, biting or choking you;
- Forbidding you from eating or sleeping;
- Damaging your property when they're angry (throwing objects, punching walls, kicking doors, etc.);
- Threatening to hurt or actually hurting you with weapons;
- Trapping you in your home or keeping you from leaving;
- Preventing you from calling the police or seeking medical attention;
- Harming your children;
- Abandoning you in unfamiliar places;
- Driving recklessly or dangerously when you are in the car with them; and
- Forcing you to use drugs or alcohol (especially if you've had a substance abuse problem in the past)

PSYCHOLOGICAL ABUSE

Psychological abuse is defined as degradation, humiliation, intimidation and threats of harm; it can refer to acts such as:

- Intense criticizing, insulting, belittling, ridiculing, and name calling that have the effect of making a person believe they are not worthwhile and keep them under the control of the abuser;
- Verbal threats of abuse, harm, or torture directed at an individual, the family, children, friends, companion animals, stock animals, or property;
- Physical and social isolation that separates someone from social support networks; extreme jealousy and possessiveness, accusations of infidelity, repeated threats of abandonment, divorce, or initiating an affair if the individual fails to comply with the abuser's wishes; and
- Monitoring movements, driving fast and recklessly to frighten someone.

RETALIATION

Retaliation constitutes any acts of reprisal, revenge and retribution based on a complaint of sexual misconduct. Retaliation can occur from the perpetrator/accused, friends/peers/family of either party, coworkers/supervisors, or any other individual who may have knowledge of the act. This can include, but is not limited to: spreading rumors, verbal abuse/bullying, online harassment/abuse, physical harm, being excluded/ostracized, being demoted/fired, unjustified grade reductions, and destruction of property. Retaliation does not include petty slights or annoyances. Retaliation against a victim and/or the person reporting an act of sexual violence is prohibited by law and university policy. This means that the perpetrator/accused, the university, supervisors and other members of the community are forbidden from retaliation and such acts would be in violation of Title IX, EEO laws, and University policy.

SEXUAL ASSAULT/SEXUAL VIOLENCE

Sexual assault is actual or attempted sexual contact with another person without that person's consent. Sexual contact is any act of non-consensual touching of another with an element of sexual gratification for the offender. In order to give consent to sexual activity, a person must be able to understand Who, What, When, Where, Why and How with respect to that sexual activity. Any time sexual activity takes place where one party did not understand any one of these six conditions, incapacity is an issue. An awareness of all six must be present. This is another way of stating the law's expectation that consent be informed, and any time it is not, consent cannot be effective. To be more precise, an incapacitated person cannot give consent. They could be stark naked, demanding sex, but if they are incapacitated at the time, and that is known or knowable to the accused, any sexual activity that takes place is misconduct, and any factual consent that may have been expressed is irrelevant. Sexual assault includes, but is not limited to:

- Intentional touching of another person's intimate parts without that person's consent; or
- Other intentional sexual contact with another person without that person's consent; or
- Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or
- Rape. Rape is penetration, no matter how slight, of the vagina or anus of a person by any body part of another person or by an object, or oral penetration by a sex organ of another person, without the consent of the victim; or
- Drug-facilitated sexual assault. Drug-facilitated sexual assault can occur when someone is given a drug without their knowledge so that an offender can take advantage of them. It can also include when a person has voluntarily taken a drug and the offender takes advantage of the person in their incapacitated state. The use of drugs to facilitate sexual assault is not limited to typical "date-rape drugs" and may include any substance that creates an experience of incapacitation.

SEXUAL EXPLOITATION

Sexual exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include but are not limited to:

- Prostituting another person;
- Recording images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;

- Distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and,
- Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.

SEXUAL HARASSMENT

Sexual harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment. Sexual harassment can include a number of unwanted sexual advances from another person, including: gender harassment, verbal sexual remarks, verbal sexual requests, non-verbal sexual displays, seductive behavior, sexual bribery, and can escalate into sexual coercion or sexual assault. Sexual harassment is more commonly discussed as a concern in the workplace, but it is a concern in various other settings including college campuses and social settings.

STALKING

Stalking is a repeated pattern of unwanted contact that is harassing or threatening which causes the victim to be fearful or concerned about their safety or the safety of someone close to them. This could include:

- Unwanted calls, text messages, or voicemails
- Unwanted emails or contact through social media
- Unwanted cards, letters, flowers or presents
- Showing up in places where the victim lives, works, or goes to school
- Sneaking into the victim's home or car

Stalking is further defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

UNWELCOME SEXUAL CONDUCT

Sexual conduct is considered "unwelcome" if the person did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome sexual conduct may take various forms, including, sex-based name-calling, sex-based graphic or written statements (including the use of cell phones or the Internet), or other sex-based conduct that may be physically threatening, harmful, or humiliating. Unwelcome sexual conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome sexual conduct can involve persons of the same or opposite sex.

Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a person may have welcomed some conduct does not necessarily mean that a person welcomed other conduct. Also, the fact that a person requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

IV. REPORTING SEXUAL MISCONDUCT

The University strongly encourages students, employees, and visitors to report incidents of sexual misconduct to resources on campus, including confidential resources. If the University knows or reasonably should have known about an incident of sexual misconduct that creates a hostile environment, Title IX requires that the University take immediate action to eliminate the prohibited conduct, prevent its recurrence, and address its effects. More information on Title IX is available at: https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

To be proactive, the University designates a Title IX Coordinator, publishes a notice of nondiscrimination, and has adopted and published grievance procedures. The Title IX Coordinator is charged with assisting persons in understanding their rights under Title IX as well as the University's obligations under Title IX. The University of Tulsa's Notice of Rights Under Title IX is available at: <https://utulsa.edu/campus-life/student-affairs/notice-rights-title-ix/>

Sexual Misconduct threatens the campus community as a whole, and in some instances the University may be obliged to pursue alleged instances of sexual misconduct through internal disciplinary procedures to ensure the safety of the campus as a whole. In such instances involving imminent harm to the campus community, the University will inform the reporting party of its obligation to redress campus-wide safety issues.

The University offers specific resources to persons who have reported instances of sexual misconduct. Academic support is available to students, such as coordinating medical leave, possible course load reduction, coordinating with faculty and/or the Center for Student Academic Success to request extensions, tutoring, or make-up exams, etc. Additionally, the University reserves the right to issue no contact orders and trespass bans where appropriate.

For direct questions or to receive assistance, any student, faculty, staff, administrator, visitor, or University affiliate may additionally contact The University of Tulsa Office of Violence Prevention. The Office of Violence Prevention has staff specifically trained to address sexual misconduct and can also assist students in the reporting process, answer questions about policy, and provide support to survivors. The Office of Violence Prevention is available at: <https://utulsa.edu/campus-life/student-affairs/sexual-violence-prevention-education/getting-care/resources-on-campus/>

Persons who have experienced any form of sexual misconduct are encouraged to report the incident – as soon as they are able – to any of the resources they feel comfortable with on campus. This includes but is not limited to University officials/offices such as, the Title IX Coordinator or a Deputy Coordinator, The Office of Violence Prevention, Campus Security, Student Affairs, a faculty member, the Alexander Health Center, and the Counseling and Psychological Services Center staff.

In addition to the foregoing resources, TU has designated certain individuals as Primary Contacts. Primary Contacts will be a source of support and help and, with the reporting party, will explore the various options available and ensure the reporting party is provided the information necessary to make informed decisions. A list of current Primary Contacts at TU can be found at: <https://utulsa.edu/campus-life/student-affairs/sexual-violence-prevention-education/getting-care/resources-on-campus/>

Both outside of the University's regular business hours and during them and based on the nature of the incident, survivors may choose

to telephone Domestic Violence Intervention Services (or DVIS) as soon as they are able. The number for DVIS is 918-7HELPME or (918-743-5763). The reporting party may also choose to seek immediate medical attention by going to the emergency room of a local hospital.

In cases involving potential criminal conduct, students, employees, and visitors are encouraged to additionally report acts of sexual misconduct to local law enforcement. The Tulsa Police Department's phone number 918-596-9222 or 911 (for emergency situations). The Title IX Coordinator or appropriate Deputy Coordinator is available to assist students, employees, and visitors with questions or concerns about reporting sexual misconduct to local law enforcement.

V. POSSIBLE COURSES OF ACTION

Following initial medical procedures (if needed) and attention to the emotional wellbeing of a reporting party, the University provides additional resources to persons reporting sexual misconduct, including.

Follow-up Medical Assistance: It may be necessary for subsequent medical services through Alexander Health Center, an emergency room or a private physician. The survivor's advocate, Primary Contact, or other appropriate University official will be able to inform the reporting party of their options and put them in contact with other resources.

Counseling and Psychological Services: The staff of the Counseling and Psychological Services Center are equipped to assist interpersonal violence survivors in dealing with the emotional aftermath of such an experience. Reporting parties can discuss their concerns in an atmosphere of privacy and confidentiality to the extent allowed by the law. Off-campus counseling resources also may be considered.

Filing a University Complaint: sexual misconduct constitutes a violation of University policy. The University will inform and obtain consent from the reporting party before beginning an investigation. By filing a formal complaint, reporting parties will have the option of having their complaints investigated by the University. The University is obligated by law to conduct a thorough and fair investigation as promptly as is possible.

Filing a Police Report: Violations of University Policy may also constitute violations of criminal law. Reporting parties may also report potential criminal violations directly to local law enforcement. Reporting parties are encouraged, but not required, to report instances of sexual misconduct and / or interpersonal violence not only to the University but also to local law enforcement.

If the reporting party requests confidentiality or asks that the complaint not be pursued, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation. If the reporting party insists that his or her name or other identifiable information not be disclosed to the responding party, the reporting party would be informed that the University's ability to respond may be limited. The reporting party will also be reminded that Title IX prohibits retaliation against them and that University officials will not only take steps to prevent retaliation but also take strong responsive action if an accused person retaliates against a complainant or any other person involved in a Title IX investigation. Acts of reprisal, revenge and retribution are all considered retaliation and a violation of Title IX and University policy.

After all such advice if the reporting party continues to ask that his or her name or other identifiable information not be revealed, the

University will evaluate that request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. This includes considering such factors as: the seriousness of the alleged harassment; the reporting party's age; whether there have been other harassment complaints against the same individual; and the responding party's rights to receive information about the allegations if the information is maintained as an "educational record" under FERPA.

If the reporting party is a student but the responding party is not a TU student or employee, the Dean of Students working with the Office of Violence Prevention will provide the support and guidance through the civil or criminal complaint process. University resources are available to students regardless of the status of the responding party, including assistance in pursuing an internal complaint process where the responding party, while not a student, is either an employee or volunteer with TU.

VI. RESOURCES AND INFORMATION ON PREVENTION TRAINING

In conjunction with this policy, the University website contains detailed information on sexual misconduct prevention training as well as additional campus and community resources available to persons who have experienced sexual misconduct.

Resources for Sexual Violence Prevention and Response	
On Campus	Off Campus/Community
Title IX Coordinator Matt Warren – 3 rd floor Hardesty Hall 918-631-4602	DVIS C* 918-743-5763 Family Safety Center C* 918-743-5763
DVIS Victim Services Advocate C* Stacey Rogers – 3 rd Floor Hardesty Hall 918-631-2965	Tulsa Police Department 918-596-9222 or dial 911
Counseling Center C* 918-631-2200	
Alexander Health Center C* 918-631-2241	
Office of Violence Prevention Kelsey Hancock – 3 rd floor Hardesty Hall 918-631-2324	
Campus Security 918-631-5555	
In addition to our on-campus resources, Off Campus/Community resources provide more options for the TU Community, please do not hesitate to reach out to our DVIS contacts with questions or if you need support	

Resources followed by a C are confidential and have no mandatory reporting requirements. Resources without the denotation can still direct you to confidential resources but are required by law to report incidents of violence at least in an anonymous form for our Clery Act requirements.*

Harassment Policy

Purpose

The University of Tulsa is committed to fostering a civil campus community. The University expects participants in this community to support an employment, educational, co-curricular, social and living environment in which all participants are free from unlawful or otherwise inappropriate conduct on any basis, actual or perceived.

Indeed, the University expects of all such participants that they will treat each other respectfully and refrain from any inappropriate conduct, especially conduct that rises to the level of being prohibited under this policy. Such conduct is unacceptable behavior and will not be tolerated. The purpose of this policy is to protect participants from conduct which is unsolicited, unwelcome and inappropriate, in any form and by any means. This policy may not be used to infringe upon academic freedom, but will guide social and professional interactions.

All participants in the campus community must be aware of the need for freedom of inquiry and openness of discussion in the University's educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No university can or should guarantee that every idea expressed on its premises or through its media will be inoffensive to all; pursued seriously, campus residential life, participation in campus community, education and scholarship, at times entail raising questions about perceived opinions and conventional interpretations. The University of Tulsa does guarantee, however, that credible accusations of inappropriate conduct under this policy will be investigated promptly, thoroughly, and fairly.

Who is covered?

This policy applies to all full-time, part-time, and temporary faculty members, administrative/ professional and hourly employees, trustees, students, contract workers, business invitees, visitors and guests (collectively, the "Campus Community"), at all times and places in any connection with this institution, whether on or off campus. This policy shall be applied and interpreted in conjunction with the following existing documents (and any amendments or successor documents): *The Statement on Academic Freedom Responsibility and Tenure* (faculty); *The Student Code of Conduct* and *The University of Tulsa Statement on Rights, Freedoms and Responsibilities* (students); *The University Policies and Procedures Manual* (non-faculty employees); *The University of Tulsa Policy on Non-Discrimination*, as adopted by the Board of Trustees on September 18, 1991 and *The University of Tulsa Student Pledge and Commitment*, created and approved by the student body and accepted by the Board of Trustees in the Fall of 2003. Additionally the *Ethical Conduct in Academic Research and Scholarship* policy may also apply to any situation. All of these documents are available online, and as links in this policy.

Policy

Any form of inappropriate conduct that constitutes Prohibited Harassment (see following definition) of or by any participants in the Campus Community is prohibited by this policy.

Such conduct may also constitute violations of criminal and civil laws of the State of Oklahoma and the United States, and the accused may be charged by appropriate external agencies. Further, such

conduct may also constitute violations of the Sexual Assault Policy protecting students or other university policies (or amended or successor policy).

Such conduct most often takes place in situations with a power differential between the persons involved; the university also recognizes that it may occur between persons of the same Campus Community status.

The University of Tulsa will take appropriate actions within its power to prevent, correct, and discipline conduct that violates this policy.

A. Definition of Prohibited Harassment

(1). General - Conduct which is prohibited by this policy (herein referred to as "Prohibited Harassment") may be verbal, physical, or visual; it may be conduct related to favoritism, or based upon a person's legally protected status, or any actual or perceived status that motivates inappropriate conduct, such as inappropriate conduct based on color, age, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, marital status or personal physical trait. Prohibited Harassment also may include inappropriate conduct harmful to an individual's reputation.

(2). Verbal/Physical/Visual - Verbal Prohibited Harassment may occur in person, by telephone or other audio means. Physical Prohibited Harassment may be conduct such as assault, impeding or blocking movement or any physical interference with normal activities or movement. Visual forms of Prohibited Harassment may include notes, email, blogging or other electronic means, derogatory posters, cartoons, graffiti or drawings.

(3). Reputation - Prohibited Harassment related to an individual's reputation may include any form of inappropriate conduct which is defamatory, demeaning, intimidating, threatening, or otherwise places an individual in fear of harm to his or her person or reputation on or off campus.

(4). Sexual Harassment - Sexual harassment is defined by law and also constitutes Prohibited Harassment; generally under the law, it includes any unwanted or unsolicited sexual gesture, physical contact, or statement which, when viewed from the perspective of a reasonable person similarly situated, is offensive, threatening, humiliating, or interferes with a person's ability to perform his or her job, educational pursuit, or participation in campus life.

(5). Sexual Favors - Conduct which constitutes Prohibited Harassment related to sexual favors includes unwanted sexual advances which condition terms of employment, academic opportunity, housing options or other benefit upon sexual favors.

(6). Favoritism in General - Conduct related to favoritism on the basis of any of the above identified characteristics may constitute Prohibited Harassment where someone suffers harm, such as loss of job promotion or course work opportunity, due to the conduct. Prohibited Harassment may also include preferential treatment of one or more individuals, to the detriment of others.

(7). Standard - For each of the foregoing examples, under this policy, the standard of determining whether Prohibited Harassment occurred shall be the perspective of a reasonable person similarly situated; these examples are meant to be illustrative and are not all inclusive. Conduct which constitutes Prohibited Harassment, under this policy may or may not also be unlawful. An occasional remark or act which may hurt feelings, or otherwise offend, will not neces-

sarily rise to the level of Prohibited Harassment under the reasonable person standard.

B. Prohibited Acts

(1). Effect of Conduct Assessment - For the purpose of this policy, Prohibited Harassment may take many forms - subtle and indirect, or blatant and overt. It may consist of repeated actions or may even arise from a single incident if sufficiently extreme. In assessing whether a particular act or acts constitute Prohibited Harassment under this policy, the standard shall be the perspective of a reasonable person similarly situated.

Prohibited Harassment includes any conduct or behavior of an inappropriate nature where:

- a. Submission to or acceptance of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or participation in a university-sponsored educational program, activity or in campus residency;
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic, housing or employment decisions;
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile or offensive working, educational or campus living environment;

(2). Examples - Some examples of Prohibited Harassment include, but are not limited to:

- a. unwelcome physical contact or intentional physical contact without consent;
- b. physical assault, including date or acquaintance rape;
- c. verbal or written comments or statements that are intimidating, threatening, demeaning, humiliating, sexually suggestive, insulting, vulgar, or lewd;
- d. unwelcome visual contact that communicates a threatening or intimidating sexual message;
- e. unwelcome request for sexual favors or acts, or other inappropriate requests;
- f. requests for dates or a more personal relationship (whether sexual or not) by an individual who is, or is perceived to be, in a position of authority able to affect the campus status of the individual subject to the request;
- g. inappropriate conversations of a sexual nature or similar jokes and stories, whether sexual or related to any actual or perceived status as set out at A.1 hereinabove;
- h. continued expression of sexual interest after being informed that the interest is unwelcome;
- i. the inappropriate use or display of materials such as posters, photos, cartoons or graffiti that are demeaning or offensive;
- j. inappropriate comments, communicated by any means, that demean, intimidate, threaten or harm an individual's reputation;
- k. telephone or other audio contact, letters, notes, blog or other postings, or electronic mail containing comments, words, or images as described above;
- l. "bullying", "stalking", or activities which may constitute "hazing", as defined by Oklahoma and/or other state laws;

The facts and circumstances will be determinative of whether any of the above or other behaviors would violate this policy, under the reasonable person standard.

(3). Relationships - Prohibited Harassment may occur within a

variety of relationships, including classroom situations involving instruction, online chat rooms, departments (faculty or staff) or campus life. It may occur among peers. It may occur where no relationship exists between the parties other than being co-employees or co-students, or simply interaction for other reason. Especially injurious, however, is Prohibited Harassment in relationships characterized by an imbalance of power and authority. Typically, such relationships are found between:

- a. employer and employee [usually supervisor and subordinate]
- b. administrator and faculty
- c. administrator and student
- d. employee and student
- e. senior and junior faculty
- f. graduate assistant and undergraduate student
- g. faculty and student [examples are when the student is enrolled in a faculty member's class, or when the student is in a position to require continuing evaluation or work or letters of recommendations from faculty]
- h. vendor representative and TU employee

C. Other Conduct Prohibited by the Policy on Harassment

(1). Reprisals/Retaliation -

- a. Against the Complainant: It is a violation of the Policy on Harassment to retaliate against a complainant for filing a charge of Prohibited Harassment. A complaint of retaliation will be pursued using the steps followed for a complaint of Prohibited Harassment.
- b. Against the Accused/Respondent: Lodging a complaint of Prohibited Harassment does not constitute proof. A complaint shall not be taken into account during reappointment, tenure, promotion, merit, or other evaluation or review until a final determination has been made that the Policy on Harassment has been violated; however, a decision on such matters may be delayed, pending the resolution of an investigation.
- c. Administrators and supervisors have the legal responsibility to protect a complainant or victim from continued Prohibited Harassment or retaliation and a person accused of Prohibited Harassment from potential damage by false allegations.

(2). Knowingly False or Malicious Complaints -

- a. To file a knowingly false or malicious complaint of Prohibited Harassment or of retaliation is a violation of the Policy on Harassment, under the reasonable person standard.
- b. A complaint that a knowingly false or malicious complaint has been filed will be pursued using the steps followed for a complaint of Prohibited Harassment.
- c. A credible complaint under C.(2).b. shall not constitute prohibited retaliation.

D. Prompt Attention - Complaints of Prohibited Harassment, submitted in writing or orally, are taken seriously and will be dealt with promptly. Anonymous complaints of Prohibited Harassment will be taken seriously and may be investigated. Allegations of Prohibited Harassment shall be evaluated on the facts of the particular case and the context in which the alleged incident(s) occurred. The complainant has the responsibility of providing all known relevant evidence of the alleged Prohibited Harassment, including names of witnesses, dates, times, places and other pertinent information.

E. Confidentiality - Throughout the complaint and investigation process, every effort will be made to assure and provide confidentiality to the fullest extent reasonably possible to protect against

retaliation. Subject to applicable law, communication will be limited to a minimum "need to know" basis, coupled with a directive not to discuss the matter outside the process. However, the investigation of such complaints will generally require disclosure to the accused party and other witnesses in order to gather pertinent facts.

F. Disciplinary Actions for Violations of the Policy on Harassment - Disciplinary actions for violations of the Policy on Harassment can include: oral and/or written reprimand, reassignment, suspension, counseling, demotion, termination, probation, dismissal or any combination thereof. Offenders may be disciplined under the appropriate governing code of conduct (See "Who is Covered", First paragraph, hereinabove). Sanctions for Prohibited Harassment depend upon the circumstances in each case.

G. Statement on Consenting Relationships

(1). Be Aware - The intent of the Policy on Harassment, with regard to consenting relationships, is to inform the Campus Community of the expectation that individuals will not engage in Prohibited Harassment, rather than to prevent personal and social relationships. However, it should be understood by all members of the Campus Community that sexual relationships, which occur in the context of educational/employment supervision and evaluation or their equivalent, are generally deemed unwise even when the parties consent, because of the underlying power imbalance in such relationships.

(2). No Defense I - It is incumbent upon those with authority not to abuse or appear to abuse the power with which they have been entrusted. Should a charge of Prohibited Harassment be brought by a person in a subordinate position, "consent to the relationship" shall not be deemed a sufficient defense or justification for conduct which otherwise would be deemed Prohibited Harassment under the university's policy.

(3). No Defense II - This concept of "consent" also extends to conduct among individuals engaged in non-sexual relationships, particularly where there is a power differential, such as faculty/student or supervisor/employee. Examples include inappropriate conduct or remarks by someone in a position of actual or perceived authority, at after-hours social gatherings, intimidating, or otherwise inappropriate conduct by a senior colleague to a junior colleague, etc.

H. Informational Sessions - The University of Tulsa will conduct informational sessions (either in person or online) on the Policy on Harassment for all new employees, including faculty. In addition, each employee will be required to take a "refresher" course (usually offered online) on at least a biannual basis. Students will have the opportunity to attend a Policy on Harassment training session during their orientation session and at other times during the academic year. Trustees will be advised of such informational sessions. These sessions will address strategies for preventing Prohibited Harassment in order to allow individuals to reach their full potential within their roles in the Campus Community. Individuals who attended a session under the predecessor sexual harassment policy (which is replaced by this Policy on Harassment) will be provided a copy of this policy and are expected to review it, ask questions or complete a session on this policy, in order to be fully informed.

I. Pursuit of Complaint Outside the University - This policy does not preclude anyone from pursuing a complaint, at any stage of the process, with any external agency or other entity (such as an incident occurring where a student is in an internship or field placement, a faculty member is visiting at another institution, etc.).

J. Responsibilities of Faculty, Administrators and Supervisors

(1). Duty to Act - University faculty, administrators, and supervisors are responsible for fostering and maintaining a work place, educational and living environment that results in a campus culture where Prohibited Harassment is not tolerated. Faculty, administrators and supervisors have a legal obligation to act whenever they learn--directly or indirectly--about the occurrence of Prohibited Harassment. Faculty, administrators and supervisors shall immediately notify the appropriate University officers (see below, Procedure A-4).

(2). Failure to Act - Failure of faculty, administrators or supervisors to notify the appropriate University officer or the Office of Legal Compliance of allegations of Prohibited Harassment, or failure to take timely corrective action as advised, may be a violation of University policy and of the law. Faculty, administrators or supervisors who engage in such misconduct may be subject to appropriate disciplinary action, under this or other policies.

K. Record Keeping - The Office of the Provost, Office of Personnel Services and the Office of Student Affairs will track reports of Prohibited Harassment for statistical purposes and report at least annually through the Office of Legal Compliance within the General Counsel's Office to the University President concerning their number, nature, and disposition.

Procedures

A. Reporting And Investigation Procedures

Investigations of Prohibited Harassment complaints will be formally administered by the appropriate University officer, or the Office of Legal Compliance within the General Counsel's office. These offices shall have the final determination of discipline based primarily upon the investigations and recommendations derived from the outlined process; however, discipline shall be subject to the appropriate process as set out in documents identified hereinabove under "Who is Covered". Successor documents to those identified herein will replace the named documents, upon adoption; any process underway at the time of adoption of an amended (or successor) document will continue under the document in place at the time the process began, unless both complainant and the accused agree in writing to proceed under the new documents.

(1). Reporting Option - An incident of perceived Prohibited Harassment may be reported to any University official or faculty member, including an individual's supervisor, department chair or dean, or the appropriate University officer, or an attorney within the Office of the General Counsel of The University of Tulsa.

(2). After Hours Reporting - Individuals who need to report a perceived incident of Prohibited Harassment after regular business hours of the University should report the incident to the Campus Security Office. The Campus Security Office will take appropriate action regarding the report, at the time received, and will notify the appropriate administrative office at the beginning of the next business day.

(3). Visitors - Perceived incidents of Prohibited Harassment involving visitors should be reported directly to the appropriate University officer or the Senior Administrator with appropriate oversight responsibility, or, if after regular business hours, to the Campus Security Office.

(4). Appropriate University Officer - The University of Tulsa designates appropriate University officers to handle allegations of Prohibited Harassment. The offices and officers responsible

for investigation of allegations of alleged Prohibited Harassment, depending on the specific circumstances are: Director of Personnel and Campus Services or his/her designate (Office of Personnel Services); Provost or his/her designate (Office of the Provost); Dean of Students or his/her designate (Office of Student Affairs); and/or Compliance Attorney in the Office of Legal Compliance, or his/her designate (Office of General Counsel), or persons holding the successor titles to these positions.

(5). Other Than Appropriate University Officer - Individuals who witness possible Prohibited Harassment, or who receive a report of possible Prohibited Harassment, should immediately notify the appropriate University officer or the Office of Legal Compliance. Individuals should not take any action to investigate, or resolve the matter informally and must act only on direction from such office. After hours incidents should be reported to the Campus Security Office.

(6). Referral to Other Entity - Complaints involving only individuals who do not come within the jurisdiction of an internal University complaint resolution procedure (e.g. complaints between guests on campus, etc.) may be referred to other entities for handling.

Complaint Process

(1). Informal Complaint Process

a. In the event that an individual believes Prohibited Harassment has been or is occurring, he or she will be encouraged to communicate clearly, preferably in writing (keep a copy), to the alleged harasser and state that the conduct is not acceptable. The individual is also encouraged to maintain careful written records of the perceived Prohibited Harassment and to continue maintaining current records throughout the process.

i. The individual will be given an opportunity to meet with an appropriate University officer to discuss the Prohibited Harassment allegation. If an individual cannot decide whether to initiate a formal complaint or is reluctant to discuss the matter with the supervisor, he or she may seek the advice and counsel of an appropriate University officer who, with the individual's permission, may seek to resolve the issue informally through discussions with the supervisor and the accused.

ii. A signed, written complaint shall not be required to initiate the informal complaint process. If the individual does not wish to prepare a signed, written complaint, written documentation shall be prepared by an appropriate University officer or representative of the Office of Legal Compliance. Such written documentation shall include the nature of the complaint and the date(s) on which the alleged incident(s) occurred. The complaining individual shall be asked to read the written documentation prepared by the appropriate University officer to correct and acknowledge its accuracy; a written acknowledgement will be preferred and may be made in a separate document.

iii. Written documentation shall be prepared before any informal discussions are held with the supervisor and the accused. The accused shall be given an opportunity to read the written documentation, which may be edited by the appropriate University officer or Office of Legal Compliance to protect the anonymity of the complaining individual.

iv. The University will proceed on an informal complaint, even if the individual does not wish to do so, to either confirm the

allegations and take appropriate action or to clear the name of the accused from a malicious or unwarranted complaint.

v. If the parties are unable to reach a mutually satisfactory agreement after meeting, the option of filing a formal complaint is still available.

(2). Formal Complaint Process –

a. If an individual wishes to file a formal complaint, he/she must submit a signed written statement alleging Prohibited Harassment, to the appropriate University officer. Documentation should include the name of the complainant, the name of the accused, the nature of the complaint, date(s), witnesses, the name(s) of the person(s) who received the complaint, and any other information relevant to the case. If some of this information is not available, the reason(s) for unavailability, if known, should be documented.

b. The appropriate University officer will investigate all formal Prohibited Harassment complaints according to the following procedures:

i. When a formal complaint is made naming the accused individual, that accused individual shall be informed as soon as possible and in accordance with the appropriate procedures governing the individual participants in the Campus Community. The accused will not be informed of the name of the accuser or the name of the alleged victim unless and until they each have consented. If the complainant does not consent to disclosure of his or her name, the investigation will proceed pursuant to the discretion of the appropriate University officer, in the best interests of preventing future Prohibited Harassment, whether against the complainant or others. In no event will a sanction be imposed without the accused having an opportunity to respond, in writing, to a formal complaint.

ii. The appropriate University officer (or the officer's designee) shall gather relevant evidence by interviewing the complainant, the victim (if not the complainant), the accused, and any witnesses determined to be appropriate.

iii. A copy of the complaint will be provided to the accused. The accused will be given an opportunity to respond to the complaint orally and in writing, and may provide evidence and/or witnesses.

iv. Investigations, and if appropriate, hearings shall be conducted in accordance with the appropriate governing document (See "Who Is Covered", first paragraph, hereinabove)

v. Once a determination has been made by the appropriate University officer, and, if appropriate, the General Counsel, both the complainant and the accused will be notified of any finding and action to be taken. Pursuant to FERPA (Family and Educational Rights to Privacy Act), disciplinary student records will remain confidential unless the affected student (complainant, accused, or witness) provides written consent to release of information.

vi. If either party disagrees with the determination made and/or the action taken, he/she may make an appeal in accordance with the appropriate governing university procedures. (See "Who is Covered", first paragraph, hereinabove). Appeals shall be limited to a review of the investigation, and the initial conclusion may be revised if appropriate; however, no new investigation will be brought about from an appeal.

WHOM TO CONTACT - This is a contact list for your file of whom to call for guidance, information, or informal resolution.

Informal Complaints - Contact any of the following persons on campus:

- Your supervisor, chair, director, or dean
- Employee Relations Coordinator, Stacey Kizlinski, 918-631-2615
- The Director of Human Resources, Lorie Hulsey, 918-631-2616
- Executive Director, Human Resources and Risk Management, Sherry Eskew, 918-631-2250
- Provost, Janet Levit, 918-631-3040 (faculty)
- Vice President for Student Services, Earl Johnson, 918-631-2895 (students)
- Director of Campus Security, Joe Timmons, 918-631-5555

If a student is involved in any way, please also contact the Dean of Students.

The authority to grant exception to one or more of these policies and procedures is vested with the President of The University of Tulsa or his/her delegated representative(s).

Respect For Religious Diversity

Purpose

As an institution founded by and affiliated with the Presbyterian Church (U.S.A.), The University of Tulsa honors and respects the place of religious life in all its diversity. The university seeks to support and foster an atmosphere in which members of the University community may freely observe their religious faith traditions.

Who Is Covered

Regular and temporary full-time and part-time faculty, administrative/professional, hourly staff, and students.

Policy

The University of Tulsa urges its administrators, faculty, staff, and students to be sensitive to the religious holidays of major faith traditions, so that all persons may participate in the essential practices of their faith without conflict with either academic or work requirements. Campus wide events, such as convocations, commencements, and Homecoming, should thus not be scheduled on major holidays of the religious traditions of University constituents. Likewise, the scheduling of tests and examinations on such days should be avoided if at all possible.

Where class scheduling conflicts are unavoidable, it is the policy of the university to excuse the student absence that results from attendance at religious observances. Faculty and/or academic administrators should provide opportunity for students to make up work or examinations missed in a timely manner and without penalty. Students should give two week notice to the course instructor of their intention to absent themselves when a scheduled activity conflicts with a formal observance of an organized religion or faith tradition.

Staff may also be excused, consistent with University leave policy, when the individual's work schedule conflicts with a formal observance of an organized religion or faith tradition. Staff are asked to give adequate notice to their supervisor, based on departmental requirements.

Approved: Student Association, January 21, 1999
Faculty Senate, February 18, 1999
Staff Advisory Council, April 1, 1999
President's Executive Committee, May 19, 1999

* Please note: Currently, the major faith traditions generally considered at TU are Judaism, Christianity, and Islam. Students within their particular tradition and actively practicing their faith may seek to be excused from course work on major religious holidays (e.g. Purim, Pesach, Muharram, Mawlid an Nabi, Good Friday, Easter) by following the guidelines listed above.

STUDENT SERVICES

Alexander Health Center

Mission: To provide individualized health care with professional expertise at a minimal cost. In addition, we strive to assist students in choosing and maintaining healthy lifestyles, which will enable them to achieve their academic and professional objectives.

Services: The AHC provides care and treatment of minor illnesses and injuries for students in a safe, confidential environment. The health center is staffed Monday through Friday, 8am to 5pm. Appointments are encouraged. Summer hours vary. Other services include diagnostic testing and lab studies, medications, immunizations, flu shots, allergy shots, women's clinic, pregnancy testing, STI testing and health education. This office also works with SHAA, the Student Health Advocates Association.

Costs: Office visits are billed to insurance and minimal charges for lab work and medications occur at times.

Contact Information:

Alexander Health Center
5th and College
(918) 631-2200

www.utulsa.edu/campus-life/alexander-health-center

Counseling and Psychological Services Center

The Counseling Center staff offers a broad range of professional, educational and clinical services to all students, faculty, and staff. We are trained to help college students adjust to the change and transitions of college life as well as to help faculty and staff function more effectively in their roles. The Counseling Center staff is devoted to helping with any problem or concern that might require professional assistance. Services include psychological counseling, assessment, outreach and consultation.

The Counseling Center is open 8:00 a.m. to 5:00 p.m. Monday through Friday (closed from 12:00 p.m. to 1:00 p.m.). Appointments may be made either in person or by phone by calling 918-631-2200.

In the event of a crisis after regular hours, call Campus Security at 918-631-5555, who are trained and informed as to how to get in touch with Counseling Center Staff after hours.

Contact Information:

Alexander Health Center
5th and College
(918) 631-2200

www.utulsa.edu/campus-life/alexander-health-center/counseling-services/

Campus Recreation

Mission: The goal of the Campus Recreation Department is to provide a broad and diversified program of sports and activities that meet the needs and interests of the entire campus community. These activities are organized and administered in a manner that is intended to provide a recreational break from academic pursuits, improve physical health, and develop skills and interests that contribute to healthy lifestyles. The greatest opportunity lies in fostering personal growth through competition, self-testing, and teamwork that is found in participating in recreational sports.

Services: Campus Recreation manages the Collins Fitness Center, which offers a vast selection of fitness machines and equipment,

weight room, indoor track, fitness classes, and three full-size basketball courts. Campus recreation also coordinates and manages all intramural sports.

Costs: All full-time students are able to use the Collins Fitness Center for free by presenting their valid University of Tulsa ID.

Contact Information:

Collins Fitness Center
5th and Delaware
(918) 631-2679

www.utulsa.edu/campus-life/campus-recreation/

Career Services

Mission: Career Services provides access to information and assistance in deciding upon a major, exploring career options, planning for graduate study, internships, professional positions or changes in employment.

Services: Deciding on a Major and Exploring Career Options FOCUS Online Career Guidance Program is an internet-based assessment program that can help you decide on a career, major, or graduate program that is right for you. Career Specialists will meet with you individually to introduce you to additional resources and offer guidance.

Planning for Graduate Study

Career Services provides assistance in planning and applying for graduate and professional programs, locating resources for evaluating graduate programs and reviewing applications and personal statements.

Internships and Professional Positions

Golden Opportunities (GO) makes Career Services available to you on-line 24/7 with information regarding job postings, on-campus interviews, job fairs and career events.

Individual assistance is available in the form of resume reviews, interview preparation and networking techniques.

Contact Information:

Hardesty Hall, Holmes Student Center
(918) 631-2549
www.hiretugrads.com/

Costs: All services of the Career Services Office are provided at no cost to Students and Alumni.

The Center for Global Education

Mission: The Center for Global Education's mission is to promote campus internationalization and to prepare students for the responsibility of citizenship and service in a changing world. We will achieve our mission by developing and maintaining effective cooperation and exchange partnerships with selected institutions worldwide; by making available to students study abroad, experiential education, and international internships; by encouraging curriculum internationalization; and by offering international development, exchange, and teaching overseas opportunities to faculty and administrators.

Services: The Center for Global Education (CGE) offers undergraduate and graduate students the opportunity to acquire cross-cultural experience by spending a summer term, semester or full year studying abroad. The CGE provides oversight for TU's academic programs abroad and advise students in finding appropriate programs which fit their academic needs as well as their personal and career goals. Currently, CGE manages 11 reciprocal exchange partnerships with universities in Austria, England, Finland, France, Germany, Singapore, Spain, Switzerland and Scotland. In addition, the CGE has affiliation agreements with well-respected study abroad provider organizations which offer overseas study, internship and service learning opportunities to students worldwide. Students from all discipline are encouraged to consider applying to participate in study abroad.

The CGE also organizes several events to promote global education such as the annual study abroad fair, pre-departure orientations, cultural events, welcome back receptions, workshops, a peer advisor program, and also coordinates exchange student activities.

Contact Information:

CGE House

Allen Chapman Student Union, Second Floor

(918) 631-3229

www.utulsa.edu/academics/global-education

Center for Student Academic Success

Mission: The Center serves as an initial reference point for students who need academic assistance, tutoring, and other kinds of help. The Center acts as a liaison between faculty and students through the Retention Alert System. Faculty members are encouraged to send students with such problems directly to the Center, where their situations are evaluated and appropriate assistance is given. Center personnel are trained to detect and deal with problems that place students at risk. They also coordinate campus tutoring efforts and act as a liaison with other student services, both academic and personal, on student's behalf. The Center is the central location for students with disabilities who are seeking appropriate accommodations.

Services: The Center for Student Academic Success provides services for all students. These include: Academic counseling, initial referral to other campus resources; liaison between students and faculty personnel; campus contact for students with disabilities; workshops to enhance skills and academic performance; and tutoring undergraduate students in course specific classes.

Contact Information:

Hardesty Hall, Holmes Student Center, 2nd Floor

(918) 631-2315

CSAS@utulsa.edu

www.utulsa.edu/campus-life/student-academic-support

Costs: All services are provided at no cost to TU students.

Department of Campus Safety and Security

Mission: As members of The University of Tulsa Department of Campus Security, we are committed to working together toward a common goal of providing a safe environment for the entire campus community. This goal will be accomplished by providing a professional, cooperative, customer driven service that is both flexible and responsive to the needs of all. This spirit of service and cooperation will also be extended to all outside law enforcement and governmental agencies. For without their assistance, our mission would be a difficult one.

Services: The University of Tulsa Department of Campus Security is located at 3115 East 8th Street and is open and staffed 24 hours a day, 365 days a year. If you need an officer, or to report a crime or suspicious activity you may call 5-5-5 from any campus extension or by using one of the many "Blue Security Phones" located throughout the campus. If you have a life threatening emergency, dial 9-911, and campus security will be called as well as whatever emergency services you request. The Department of Campus Security includes 20 full-time Security Officers, 5 full-time Security Dispatchers and 2 part-time Parking Enforcement Officers. In addition, the Security Department is supported by the hiring of off-duty Tulsa Police Officers to assist with patrolling the campus and providing security during university sponsored events. Department of Campus Security personnel are on duty and available to respond to the needs of the campus community 24 hours a day, 365 days a year. Although we are available to respond to the needs of the community 24 hours a day, we truly believe to accomplish our mission of

providing a safe and secure environment conducive to the education, research, employment, and daily lifestyles of the university community, we must work with and have the assistance of everyone on campus. For additional information please visit our website at www.utulsa.edu/campus-security

Contact Information:

Campus Security, 3115 East 8th Street

Campus Security is open and staffed 24 hours a day, 365 days a year. If you need an officer, or to report a crime or suspicious activity, you may call 5-5-5 from any campus extension or by using one of the many "Blue Security Phones" located throughout the campus. If you have a life threatening emergency, dial 9-911, and campus security will be called as well as whatever emergency services you request.

www.utulsa.edu/campus-security

Office of Greek Life

Mission: The Office of Greek Life is here to provide support services that help fraternal chapters to function as productive members of the TU community, achieving the goals set for them by their founders and their national organizations. These goals seek to strengthen members academically, to orient them towards philanthropic service, to create leadership opportunities and hone their leadership skills, and to build brotherhoods/sisterhoods that create positive collegiate experiences for their members.

Services: Our office advises the 15 sororities and fraternities who are members of the TU community as well as their governing organizations, the Interfraternity, National Pan-Hellenic, and Panhellenic councils. Additionally, we advise the local chapter of Order of Omega, the national honor society for Greek students. As part of the advising process, we provide educational programming, conduct training seminars, facilitate goal-setting exercises, and develop one-on-one mentoring relationships with students. We work in partnership with alumni and with the national offices of fraternal groups to support student success, both academically and socially. Any student who is interested in learning more about Greek life is encouraged to come by our office, call, or visit our website!

Contact Information:

Hardesty Hall, Holmes Student Center, room 3185

(918) 631-3516

alyson-garrison@utulsa.edu

www.utulsa.edu/campus-life/greek-life

Costs: While our office does not charge fees, there are individual costs associated with fraternal membership.

Office of Housing & Dining Services

Mission: A major commitment of the Office of Housing and Dining Services is to express the philosophy and mission of the University. Within the broad context of learning, The University of Tulsa is dedicated to providing the many opportunities for both liberal and specialized education. The department strives to make the learning experience for the student in a university residence hall/apartment an integral part of their total learning experience.

Services: Housing and Dining Services offers comprehensive living accommodations in a variety of social/educational settings, and a wide variety of healthy eating options, which include catering services for university departments and organizations.

Contact Information:

Fisher Hall, East

(918) 631-2516

Costs: Current housing and dining costs are available on-line.

www.utulsa.edu/campus-life/housing-dining

Information Services Computer IT Desk

Mission: The Information Services Computer IT Desk is the central contact point for computer related services on campus. The IT Desk is also primary contact for students in regard to The University Ethics Code and Policy for Computer Use, and The University of Tulsa Information Security Policy

Services: The IT Desk is available for questions from students concerning access to computer related services, utulsa user accounts, university email system, and computer/network policies. We are also first contact for all troubleshooting for the residential network (network access in dorm rooms & apartments).

Contact Information:

(918) 631-3500

help@utulsa.edu

www.utulsa.edu/office/information-technology

International Student Services

Mission: The University of Tulsa has a long history of international education and is pleased to welcome students from around the world. Currently 25% of TU's students come from 75 countries. The Office of International Student Services (ISS) provides a full range of services and support to international students as they pursue their educational objectives.

Services: The ISS office provides a wide range of important services for students at the undergraduate and graduate levels, as well as the English Institute for International Students (EIIIS) where students are provided with English instruction for academic purposes and the opportunity to take the institutional TOEFL. Undergraduate students first interact with the ISS office during the admission process, and continue to find the support they need whether directly or through referrals.

I-20 and DS2019 immigration documents are issued and maintained and the oversight of university compliance with SEVIS regulations is assured. Liaison support is available for students, prospective students, corporate and government sponsors, parents of international students, TU faculty and staff and other constituencies as appropriate. Individual consultations are available for international students with any concerns. During the academic year a variety of activities and events are organized to share international cultures with the campus and community. The Association of International Students (AIS) and ISS office are strong cohorts in the advancement of international awareness on campus. Please check our website at: <https://utulsa.edu/international-students/international-student-services/> for news, announcements, and international student resources.

Contact information:

Allen Chapman Student Union

(918) 631-2329

(800) 331-3050

inst@utulsa.edu

Multicultural Student Programs

Mission: The purpose of Multicultural Student Programs is to provide cultural and educational programming for the TU community. We seek to create an environment that celebrates cultural diversity and supports the academic success of the culturally diverse TU student body.

Services: Our office provides advisement to TU multicultural student organizations and the LINC Peer Mentoring Program. We also develop and implement programming that emphasizes diversity and encourages intercultural experiences. We are also willing to provide individual support and advocacy for minority/multicultural students to better help them connect to the larger campus environment. The Multicultural Resource Center (MRC) is located in Hardesty Hall, Holmes Student Center, room #1015. The MRC has resources and

materials on diversity topics and multicultural groups and services on campus. It is open 8am-5pm M-F and available for meetings, studying, and relaxing. We welcome all students to stop by the office and the MRC or to check out our website to learn more about the programs and resources that we offer.

Contact Information:

Hardesty Hall, 3rd Floor

918-631-2713

www.utulsa.edu/campus-life/multicultural-student-programs/

Office of New Student Programs and Services

Mission: Consistent with University's mission of excellence in scholarship, dedication to free inquiry, integrity of character, and commitment to humanity, the Office of New Student Programs and Services mission is to successfully facilitate the transition and integration of new students and their families to the academic, cultural, and social climates at the University of Tulsa.

Services: The Office of New Student Programs and Services assists new students and all TU parents by providing programs and services throughout the academic calendar that outline the university's academic expectations as well as social and developmental resources and opportunities. More specifically, our office is responsible for New Student Orientation, the Freshmen Leadership Institute, new student programming, Phi Eta Sigma Freshman Honor Society, retention efforts, Parents Weekend, Freshmen Family Weekend, and TU Parents Organization. We are TU experts! We offer support and referrals for new students or parents who have questions, concerns, or problems. Our doors are always open and we are here to support you!

Contact Information:

Hardesty Hall, Holmes Student Center, room 1125

(918) 631-2707

steven-denton@utulsa.edu

www.utulsa.edu/campus-life/new-student-programs/

Office of the Registrar

Mission: The Registrar's Office is here to serve students, alums and faculty members with whatever needs they may have. We are the University "keeper of the records"; all academic records for a student are housed with us, including a student's high school transcript information, AP scores, transcripts from other universities and most importantly, the TU academic transcript.

Services: The Office of Registration and Records handles your academic transcript needs, whether for yourself, for job applications or any other need you may have. Our office is the place for verification and certification letters for lending institutions or insurance purposes and we work closely with the National Student Loan Clearinghouse to insure your records with them are kept up-to-date. Student name changes and address changes are processed through us, and we have the University's Veteran's Counselor in our office so that your paperwork for educational benefits is reported accurately to the Veteran's Administration. Graduation and diplomas are handled with us as well; we can tell you when spring break is, and we can probably tell you which office on campus can take care of any other need we didn't cover.

Contact Information:

McClure Hall, Room 103

(918) 631-2254

records@utulsa.edu

www.utulsa.edu/offices/registrar/

Coordinator of Veteran's Affairs, Cindy Watts

(918) 631-3985

cindy-watts@utulsa.edu

Office of Student Affairs

Mission: The Office of Student Affairs seeks to provide academic support through co-curricular and extracurricular activities. Programs are designed to broaden students' educational experience and to develop interpersonal and leadership skills.

Services: Specific Office of Student Affairs programs, services, and activities include: alcohol education, sexual responsibility and sexual assault awareness seminars, FERPA (Federal Education Right to Privacy Act) information and releases, Greek Life and Greek Life Resource Center, Multicultural Student Programs and Multicultural Resource Center, leadership education, student organizations and activities.

The Office of Student Affairs is also responsible for handling student conduct matters as well as complaints regarding sexual assault and harassment. Additionally the Associate Vice President for Enrollment and Student Services/Dean of Students and the Assistant Dean of Students serve as Ombudspersons.

Contact Information:

Hardesty Hall, Holmes Student Center, room 3125
(918) 631-2895
www.utulsa.edu/campus-life/student-affairs/

Office of Student Financial Services

Services: The office of Student Financial Services provides financial aid services for students. These services include federal and state financial aid, grants, scholarship, work study positions, and student jobs on campus. Be sure and check our website www.utulsa.edu/financial-aid/ for all of the latest financial aid dates and deadlines. We also provide many of our forms online.

Contact Information:

Collins Hall
(918) 631-2526
finaid@utulsa.edu

Office of University Assessment

The Office of University Assessment is responsible for planning, organizing, and implementing the institutional academic assessment processes which relate directly to the institutional mission statement. Initiatives involve using a combination of internally-developed processes and standardized tests. The assessment initiatives help faculty determine the levels at which students are able to demonstrate the skills included in the institutional mission statement. Once determined, faculty are able to evaluate their curricula and in turn, improve student learning of these skills. In addition, the assessment initiatives support various accreditation efforts, including those maintained at the institution and program/major levels.

The Mission Statement Assessment Project is one of the institutional initiatives overseen by the University Assessment office. As part of the MSAP initiative, freshmen complete a standardized exam at the beginning of their academic career at TU. Students then complete the same test as upperclassmen. Aggregated data is presented by cohort, (i.e., individual results are never reported) which allows faculty to see time-series results of various freshman classes, for example. This information provides faculty with insight into an entering class' academic skill levels. Given the importance of these initiatives, it is crucial for students to take their involvement seriously.

Members of the University Assessment office work closely with students, faculty and academic officers to build and sustain an environment in which assessment activities are understood and practices for ongoing improvement occur. The Office of Assessment greatly appreciates the help of everyone involved in these efforts.

Contact Information:

Fisher Hall East 205A
(918) 631-3262
merry-beeson@utulsa.edu

Public Affairs and Economic Development, True Blue Neighbor Volunteer Center

Mission: To develop a culture of service within the University, advocating community service and social responsibility for all members of the TU community. To serve as a clearinghouse of resources and referrals on community agencies, service opportunities, service learning, and other public service initiatives to raise awareness of social issues for the University community. To connect the resources of the University with community needs and strengths. To empower students, faculty, and staff to develop a lifelong commitment to service.

Services: The Student Volunteer Center assists all TU faculty, staff and students seeking opportunities to engage in volunteer community service. The Center maintains a database of local non-profit organizations, community service agencies, schools, and other entities seeking volunteers. Assistance is provided to ensure that individuals find the right opportunity to provide service in a meaningful way. The True Blue Neighbors volunteer initiative is coordinated through this office.

Contact information:

3126 East 5th Place
Tulsa, Oklahoma 74104
(918) 631-353503
danielle-hovenga@utulsa.edu
www.trueblueneighbors.com



WHERE IS IT? - AREA CODE 918

WHAT	REFERENCE	WHERE	PHONE
Academic Advising Faculty Advisor and Academic Deans	Arts and Sciences Business Admin. Engineering and Natural Sciences Oxley Health Sciences	Ch 111 Helm 215 Kep M205 Oxley	631-2244 631-2214 631-2223/ 631-2224 631-2931
Academic Assistance	Center for Student Academic Success	Hardesty 2 nd floor Holmes Student Center	631-2315
Academic Support Freshman testing, study skills, and learning styles	Center for Student Academic Success	Hardesty 2 nd floor Holmes Student Center	631-2315
Academic Policies	Undergraduate Bulletin Student Handbook	Collins Hall Hardesty Hall (Holmes)	631-2554 631-2895
Accessibility Accommodations	Center for Student Academic Success	Hardesty 2 nd floor Holmes Student Center	631-2315
Accidents On Campus auto Personal injury Off Campus	Campus Security Alexander Health Center Tulsa Police	Mabee Gym AHC	631-5555 631-2241 911
Activities Information for all Student Association activities	Director of Student Activities	Student Union 2 nd Floor	631-2585
Admission Undergraduate Graduate Law	Admission Office Graduate School Dean's Office	Collins Hall LH 201 College of Law	631-2307 631-2336 631-2406
Adult Students	Center for Student Academic Success	Hardesty 2 nd floor Holmes Student Center	631-2315
Alcohol/Drug Abuse	Counseling and Psycho- logical Services Center	AHC	631-2200
Alexander Health Center/Allergy Shots	Alexander Health Center	AHC	631-2241
Ambulance/Emergency	Emergency Medical Service Authority		911
Athletics Intercollegiate	Athletic Office	HAB	631-2181
Athletic Tickets	Hurricane Ticket Office	Reynolds	631-4688
Automated Teller Machine (ATM)	Student Union, Fisher Hall, Reynolds Center		
Career Services/ Career Testing	Career Services Office	Hardesty Hall 2 nd Floor (Holmes)	631-2549
Center for Global Education	Study Abroad	Student Union 2 nd floor	631-3229
Check Cashing (ID required)	Business Office	MCC 106	631-2600
Communication Disorders	Speech and Hearing Clinic	MKCC	631-2504
Community Service	True Blue Neighbors	True Blue Neigh- bors	631-3535
Computer Labs		MLIB PL HELM 123/4 KEP M7	

WHAT	REFERENCE	WHERE	PHONE
Counseling Academic	Center for Student Academic Success	Hardesty 2 nd floor Holmes Student Center	631-2315 631-2200
Alcohol/Drug Abuse/ Personal Religious	Counseling and Psycho- logical Services Chaplain's Office & Campus Ministries	AHC SC, Room 201A	631-2546
Convenience Store	C-Store	Student Union	631-2520
Discipline Complaints Housing Related	Office of Student Affairs Residence Director	Hardesty Hall 3 rd Floor (Holmes) Your Hall	631-2895
Discrimination Complaints	Human Resources	Fisher Hall East, Room 103B	631-2259
Employment On Campus Off Campus Work Study (On Campus)	Housing and Dining Services Career Services Student Financial Services	Fisher Hall East Hardesty Hall 2nd Floor (Holmes) Collins Hall	631-2514 631-2549 631-2527
Office of Student Services	Student Services	Hardesty Hall (Holmes)	631-2895
Financial Aid	Student Financial Services	Collins Hall 1185	631-2527
Fitness	Campus Recreation	Collins Fitness Center	631-2675
Food Service Meal Plans Catering	Housing & Dining Services Dining Services	Fisher East, 1st Floor Student Union	631-2516 631-2145
Fraternities	Greek Life	Hardesty Hall 3 rd floor (Holmes)	631-3516
Grades To question or change	Instructor, Department Chairperson or Dean of College		
Graduate School	Graduate School	LH 201	631-2336
Health Problems	Alexander Health Center	AHC	631-2241
Housing	Housing & Dining	Fisher East Hall	631-2516
Hurricane Gold Accounts	ID Center Housing & Dining Student Union Dining Business Office	Case Dining Center Student Union McClure	631-3360 631-2516 631-2145 631-3247
Identification Cards	ID/Parking Center	Case Dining Center	631-3360
Insurance, Health	Alexander Health Ctr.	AHC	631-2241
International Students	International Student Services	Student Union 2 nd Floor	631-2329
Lost and Found	Campus Security	Mabee Gym	631-5555
Mail	Mail Center @ TU	Student Union	631-2211
Maintenance Housing Related	Housing Maintenance	Fisher Hall	631-2516
Meals on Campus Cafeterias Fast Food Convenience Store	Fisher Hall Dining ACSU Food Court Hurricane Hut C Store	Case Dining Center Student Union	631-3473 631-2190 631-3146 631-2520
Multicultural Student Programs	Office of Student Affairs	Hardesty hall (Holmes)	631-2713

WHAT	REFERENCE	WHERE	PHONE
Ombudsperson	Office of Student Affairs	Hardesty Hall (Holmes)	631-2895
New Student Programs and Services	Orientation, Impact TU, Year2@TU, Parents Association	Hardesty Hall 1 st Floor (Holmes)	631-2707
Parking			
Appeal of tickets	Campus Security	Mabee Gym	631-5555
Payment of tickets	Business Office		631-2600
Payroll			
Student Payroll	Personnel Services	Fisher Hall	631-2609
Publications			
Student Newspaper	Collegian Office	Oliphant Hall	631-3818
Campus Living	Housing and Dining	Fisher Hall	631-251
Recreational Sports			
Intramurals, informal recreation, fitness programs, Club Sports	Campus Recreation	Collins Fitness Center	631-2676
Religious Activities	Chaplain's Office and Campus Ministries	Various Offices	631-2546
Research Activities	Office of Research and Sponsored Programs	MCC 201	631-2714
Residence Halls			
	Residence Director	Fisher South	631-2725
	Residence Director	John Mabee	631-2320
	Residence Director	Lottie Jane	631-2500
	Residence Director	LaFortune	631-2343
	Residence Director	Hardesty Hall	631-4700

WHAT	REFERENCE	WHERE	PHONE
SA – Student Orgs	Director of Student Activities	Student Union 2 nd Floor	631-2585
Security	Campus Security	Mabee Gym	631-5555
Sexual Harassment/ Assault Complaints	Office of Violence Prevention	Hardesty Hall 3 rd Floor (Holmes)	631-2324
Sorority Housing	Housing Office	Fisher East	631-2516
Speech and Hearing	Common Disorders	MKCC	631-2504
Student Association	Student Association Office	Student Union	631-3816
	Student Executive Officers	Student Union	631-3130
Student Volunteer Center	Community Service Opportunities	True Blue Neighbors	631-3535
True Blue Neighbors			
Tickets			
Athletic Events	Hurricane Tickets	Reynolds KH	631-4688
Theatre Events	Theatre Box Office		631-2567
Transcripts	Office of Registration	MCC 103	631-2254
Withdrawal			
Academic	Contact the advising office of your college		631-2895
Medical/Psychological	Office of Student Affairs Center for Student Academic Success	Hardesty 2 nd floor Holmes Student Center	631-2315

Academic Deans

College of Arts and Sciences	Dr. Kalpana Misra	CH 111	631-3795
College of Business		HELM 218	631-2213
College of Engineering and Natural Sciences	Dr. James Sorem	KEP 2420	631-2288
College Law	Dr. Lyn Entzeroth	JRH	631-2400
College of Health Sciences	Dr. Robin Ploeger	OHSF 510	631-3170
Research and Graduate Studies		LH 201	631-2336

Academic Advising Offices

Arts and Sciences	Veronica Ostapowich Colleen Wilson	CH 111	631-2473 631-3218
Business Administration	Tami Barrett Rochelle Latimer Patty Kitchen	HELM 215	631-3211 631-2151 631-2553
Engineering and Natural Sciences	Amy Stroud Bonnie Dickson Lindsey Schneider	KEP 2400	631-2224 631-2293 631-2223
Health Sciences	Lindsey Perry	OHSF	631-2931



TU Spirit Guide

TU Colors: Blue and gold, with red accent
 TU Athletic Nickname: Golden Hurricane
 TU Mascot: Captain 'Cane

Hurricane Fight Song

Down the field to victory
 On Tulsa on.
 Fight on University
 Battle on and on.
 March to the goal line, oh Tulsa,
 Score on mounting score.
 March to the goal line, oh Tulsa,
 Let the Hurricane roar.
 Drive those (opponents) back and back,
 On Tulsa on!
 Gold, Blue, and Red, go right ahead,
 Down the field to victory!

Alma Mater

Hail to thee Alma Mater,
 Gold and Blue,
 Praise from thy sons and daughters,
 Old and new.
 Pride in our hearts,
 Our voices let us raise,
 Filled with devotion
 We will sing thy praise.
 Alma Mater, now we honor,
 Loyal, always true,
 We will lift our voice in chorus,
 HAIL TO TULSA U!

How students can get tickets to athletic events

- Football and Basketball Tickets: Take your ID the TU Ticket Office on the second floor of the Reynolds Center for one free ticket to home games. For additional tickets at half price, go to the TU Ticket Office. You must show ID with ticket to enter the game. Tickets go on sale the first business day two weeks prior to a game.
- Soccer: Show ID at the Hurricane Soccer and Track Stadium located at 10th and Columbia.
- Softball: Show ID at Hardesty Sports Complex located at 6th and Columbia.
- Volleyball: Show ID at TU Ticket Office on the second floor or the Reynolds Center.



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