

**The University of Tulsa College of Law**  
**Policies and Regulations**  
**As Amended through July 1, 2024**

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## I. DEGREE REQUIREMENTS

Upon recommendations of the faculty of the College of Law and of the Board of Trustees, the Juris Doctor degree is awarded to a student who satisfies the College's academic credit, cumulative weighted grade point average, and hours in residence requirements.

### A. Academic Credit

Eighty-eight hours of academic credit satisfies this requirement, subject to the following:

#### 1. Required Courses.

A student must pass all required courses prescribed by the faculty.

#### 2. Failed and Repeated Courses

Academic credit is not awarded for any course in which a student receives a grade of F.

- Federal regulations require students to maintain satisfactory academic progress (SAP) to remain eligible to receive federal financial aid. Students must complete and pass a minimum 67% of the credit hours in which they attempt and maintain a minimum cumulative G.P.A. of 2.0. Please consult with Kristi Emerson at [kristina-emerson@utulsa.edu](mailto:kristina-emerson@utulsa.edu) about the satisfactory academic progress requirements regarding eligibility for federal financial aid.

##### a. Required Courses

All required courses in which a failing grade is received must be retaken the next time the course is offered, unless a dean has approved retaking the course at a later time. A student who receives a grade of D-, D or D+ in a required course may be required or permitted, in the discretion of a dean or as a condition of probation, to retake the course. A student who receives a grade of C or higher in a required course may not repeat the course unless the retaking is imposed as a condition of probation.

##### b. Elective Courses

A student may be required or permitted, in the discretion of a dean or as a condition of probation, to retake any elective course. If the course cannot be retaken, the student may be required to take another course for an equivalent number of credit hours.

##### c. Grades

A grade received in any repeated course shall be averaged with the grade originally received. Repeated courses for which credit previously has been given may not count toward the 88 hours required for graduation. Also, see Part V.D. for repeated law courses previously taken to earn credit in other degree programs.

#### 3. Incomplete Courses

- a. Every student must complete all requirements for a course in the semester in which the course is taught.

- b. A dean, however, may approve a student to receive an “I” (Incomplete) for a course for extenuating circumstances with the consent of the faculty member.
- c. Academic credit is not awarded for any course in which the recorded grade is “I.” The grade of “I” is not a passing grade.
- d. Academic credit will be awarded for the course only when the course instructor, in writing, substitutes a passing grade for the “I.” Both the grade of “I” and the new grade will appear on the transcript.
- e. In order for a student to receive an “I,” the student must:
  - i. submit a written statement to the dean before the last day of classes of the semester in question indicating why the student cannot fulfill course requirements;
  - ii. a dean must review the request and provide written notification within 48 hours from the student’s submission;
  - iii. a dean, with the consent of the faculty member, has full discretion to approve or disapprove the request;
  - iv. if approved, the professor must establish an academic plan and deadline for completion of all course work (“terms of the “I””), not to exceed the last day of classes of the subsequent regular semester, and that plan must be filed with the Dean’s office.
  - v. if approved, the student must sign a statement prepared by the dean acknowledging that he/she understands the terms of the “I” and agrees to complete the requirements to have the “I” removed. A copy of the signed statement will be given to the course instructor and the student, and a copy will be placed in the student’s file.
  - vi. upon completion of the terms of the “I”, the course instructor will notify the dean of the grade that will replace the “I.”
  - vii. if approved and the terms of the “I” are not satisfied by the deadline for completion of course work, not to exceed the last day of classes of the subsequent regular semester, then the “I” will be replaced with a failing grade.
  - viii. if not approved, the student must complete all course requirements by the end of the semester or receive a failing grade.

#### 4. Non-Classroom Courses

No more than 12 hours of academic credit received in non-classroom courses shall be counted as fulfilling the degree requirement. Non-classroom courses include, but are not limited to: Advocacy Competitions, Law Journals, or any College of Law Legal Externship in which academic credit is granted. Clinical courses offered through the Boesche Legal Clinic are not considered non-classroom courses.

A student not subject to the 2.75 Rule may be permitted, in the discretion of a dean (the Dean or Associate Dean of Academic Affairs), to take in excess of 12 hours, but no more than 18 hours, of non-classroom credit for good cause shown. “Good cause” is limited to situations in which the student would otherwise be unable to participate in 12 hours of externship due to the hours previously taken in journal or advocacy competitions. A concurrent degree student may be permitted to take no more than 12 hours of non-classroom credit (see Part I.C.). A student must demonstrate good cause through a written petition to a dean, timely submitted before the beginning of an enrollment period. A student’s academic record will be taken into consideration

in determining whether a variance to the 12 hour of non-classroom credit rule is approved.

## 5. Independent Research

A student who has a cumulative GPA of 2.5 or higher may engage in independent research for academic credit. No more than two hours of academic credit received for independent research shall be counted toward the degree requirement. A student is required to submit a substantial research paper to be approved and graded by two faculty members who have agreed to serve in this respect, one of whom may, with approval of a dean, be an adjunct faculty member who teaches in the area that is the subject of the independent research. At least 12 pages (inclusive of footnotes or endnotes and bibliographical material) is required for each hour of credit awarded.

Independent research is not subject to the 12 hour non-classroom rule stated in Subsection 4 above. Independent research may not be used to satisfy the upper level writing requirement. See Part IV.A.4.

Papers submitted for academic credit must be completed on the last day of classes for the term. In appropriate circumstances, the supervising faculty members and the Associate Dean for Academic Affairs may give permission to extend the deadline.

## 6. Interscholastic Competitions

Students participating in interscholastic competitions may receive no more than four hours of academic credit on an honors/pass/D/fail basis provided the following requirements are met.

- a. The student participating in the interscholastic competition must be supervised or advised by a full-time faculty member. This requirement is met if the team is either coached by a full-time faculty member or coached by an adjunct faculty member who reports to and is under the general supervision of a full-time faculty member.
- b. The student must make a substantial intellectual contribution to the activity. Alternates may receive credit if they make substantially the same contribution to the team as that made by the primary members of the team.
- c. The student must complete a written exercise in connection with the activity, which will be evaluated by the faculty supervisor or advisor. If there is no requirement of a brief or other writing, students may receive credit only if they reduce their learning to a written form which is evaluated by the faculty supervisor or advisor. This may take the form of a brief, trial memorandum, file memorandum, or other document relating to what was learned in preparation for the competition. If the rules of the competition limit the involvement of faculty supervisors or advisors in the preparation of written products submitted for the competition, evaluation and criticism of the written product may be postponed until the competition is concluded.

- d. Credit will be awarded to a student after notification to a dean by the supervising or advising faculty member that the student has met the requirements set out in these rules.
- e. Any academic credit awarded for participation in an interscholastic competition will be reflected on the transcript by the name of the interscholastic competition.
- f. A student may receive no more than one hour of academic credit for participation in an approved interscholastic competition, unless the following requirements are satisfied. A student may receive two credit hours for one competition, provided the student dedicated the same amount of time and effort as is demanded by a two credit course.

That means:

- i. spending at least 23 face-to-face contact hours with the coach working on the problem. These hours may be spent in meetings discussing the problem, in practice rounds, or some other experience equivalent to classroom work;
- ii. producing a written product, such as a brief, which would be equivalent to a written final exam. The coach must evaluate the written product and determine that it is worthy of at least a C grade; and
- iii. performing independent research or other work equivalent to the time spent preparing for class. This requirement would be satisfied, for example, by the original research required to write an appellate brief and the work preparing for oral argument.

A student may receive a maximum of four credits for participation in interscholastic competition. A student may participate in no more than two interscholastic competitions for academic credit. A student may participate in the same competition during two academic years in a row for academic credit.

- g. A student may elect to participate in an interscholastic competition without receiving academic credit.
- h. Interscholastic competitions are subject to the 12 hour non-classroom rule stated in Subsection 4 above.
- i. Academic credit may be granted for participation in any interscholastic competition which is approved by a dean. When a dean approves academic credit for participation in an interscholastic competition, he or she shall notify the faculty. No faculty notification is required regarding approval for academic credit for participation in any of the following competitions: ABA/LSD Client Counseling Competition, ABA/LSD Negotiation Competition, American Association for Justice National Student Trial Advocacy Competition (AAJ), Jessup International Law Moot Court Competition, National Black Law Students Association, Thurgood Marshall National Mock Trial Competition, National Native American Law Students Association Moot Court Competition, National Trial Competition, National Moot Court Competition, Pace University National Environmental Law Moot Court Competition, Southern Illinois

University National Health Law Moot Court Competition, and University of Wisconsin Evan A. Evans Constitutional Law Moot Court Competition.

j. Students taking part in Board of Advocates competitions may receive grades of honors/pass/D/fail. The grade of Honors would be limited only to students who participate in internal law school competitions and who performed well enough to be allowed to move on to outside competitions. These students must then participate in outside competitions in a manner that the students' advisor determined brought credit to the law school.

#### 7. Legal Clinic

A student who has completed at least one year of academic study and who has a cumulative GPA of 2.0 or higher may apply to enroll in the Legal Clinic.

#### 8. University Credit

Except for concurrent degree students, no more than six hours of academic credit received in academic courses taken in other colleges of The University of Tulsa, with prior approval of a dean in the College of Law and provided that grade of C or better is earned in the course, shall be counted toward the degree requirement. A course in another college at The University of Tulsa shall be approved and accepted towards the J.D. degree only if the course has a reasonable connection with the student's course of law study or career goals. The grades in such courses shall not be computed in the student's College of Law grade point average. Enrollment shall not be approved for students whose cumulative GPA is less than 2.0.

Students who wish to take more than six hours of university credit, and/or students who wish to take a course that does not otherwise qualify under the University Credit Rule, may be permitted by a dean to enroll for additional hours provided there is a concomitant increase in the number of credit hours required to complete the Juris Doctor degree.

A concurrent degree student who completes the requirements for both degrees may apply towards the Juris Doctor degree the number of hours of graduate credit authorized by the terms of the concurrent degree program in which he or she participated. A concurrent degree student who completes the requirements for both degrees may not apply any additional university credits beyond this number towards the credit hours required to complete the Juris Doctor degree.

#### 9. Transferred Credit

Academic credit transferred to the College of Law in accordance with these regulations shall be counted toward fulfilling the degree requirement. See Part V.

#### 10. Continuing Legal Education Courses

Academic credit shall not be awarded for any course taken in a continuing legal education program.

#### 11. Distance Learning

Students may receive credit to the extent allowed by ABA Standards for distance learning



courses that are in compliance with ABA standards.

**B. Cumulative Grade Point Average (GPA)**

To qualify for the Juris Doctor degree, a student must have a cumulative GPA of 2.0 or higher, computed in accordance with the following:

1. The faculty shall designate for each approved course whether it shall be graded on a letter grade (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) or honors/pass/D/fail (H/P/D/F) basis.
2. In courses graded on an H/P/D/F basis, students should receive an F if they performed below a D level and they should receive an H if they performed at or above the B+ level. This provision shall not apply to courses taken at University College Dublin (UCD) as part of the academic year exchange program, which shall be governed by Section II.B.3 of Appendix L.
3. Hours of academic credit transferred to the College of Law shall not be utilized in computing GPA.
4. For purposes of computing GPA, each graded hour (regardless of whether it applies toward the degree for academic credit purposes) will be assigned points as indicated:

A	4 points	C	2.0 points
A-	3.75 points	C-	1.75 points
B+	3.5 points	D+	1.5 points
B	3 points	D	1 point
B-	2.75 points	D-	.5 point
C+	2.5 points	F	no points

- a. The faculty has adopted the following grade curve for all courses beginning in July, 2024:

A	0-10%
A-	5-15%
B+	15-25%
B	25-35%
B-	15- 25%
C+	5-15%
C or below	0-10%

The suggested distribution is mandatory for all required courses and suggested as to elective courses.

- b. Faculty members teaching a professional skills course may opt to use an honors/pass/D/fail system. An honors or a pass does not factor into a student's GPA. A professor who opts to offer a professional skills course on an honors/pass/D/fail system must make that choice before the student enrollment period each semester.

The faculty has identified the following courses as professional skills courses for which the honors/pass/D/fail system may be used:

Advanced Family Law Practicum  
Advanced Trial Practice  
Arbitration  
Evidence Workshop  
Interviewing and Counseling Clients  
Interviewing, Counseling & Negotiating  
Introduction to Legal Research  
Introduction to Alternative Dispute Resolution  
Law Office Management  
Mediation  
Pretrial Practice  
Real Estate Transactions  
Trial Practice

- c. The following kinds of courses will not be subject to the grade curve: low enrollment courses (courses with a total enrollment of 20 students or less), seminars and clinical courses.
  - d. A faculty member who teaches more than one session of the same course during the same semester may aggregate the grades of all students in such sections for purposes of applying the grade curve.
5. If a course has been retaken, both the original grade and the grade received when the course was repeated shall appear on the student's transcript. For purposes of computing the student's GPA, both the original grade and the grade received when retaking the course shall be used. For a student who previously took a law school course to earn credit in other degree programs and who is permitted to repeat the course as a law student, the law school GPA shall be based on the grade earned while the student pursues the Juris Doctor degree. See Part V.D.
6. Grades for courses taken prior to an interruption of studies of more than three years will not be used in computing a student's GPA.

### C. Required Course of Study

Students must take 88 hours of academic credit to graduate. At least 64 credit hours shall be in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction.

The College of Law calculates an hour of classroom time or direct faculty instruction as fifty minutes. One credit hour is equivalent to 750 minutes of instruction, including a final examination, plus two hours of out-of-class weekly student work during fourteen weeks of instruction and a two-week examination period.

NOTE: In calculating the 64 credit hours of "regularly scheduled classroom sessions or direct faculty instruction," the time may include:

- (a) coursework at the College of Law for which a student receives credit toward the J.D. degree by the College of Law that involves attendance in regularly scheduled classroom sessions or direct faculty instruction;
- (b) coursework for which a student receives credit toward the J.D. degree that is work done in a foreign study program that qualifies under ABA Standards;
- (c) coursework in a distance education course that qualifies under ABA Standards;
- (d) law school seminars, including the minutes allocated for preparation of a substantial paper or project if the time and effort required and anticipated educational benefit are commensurate with the credit awarded; and
- (e) a College of Law clinical course, so long as (i) the clinical course includes a classroom instructional component, (ii) the clinical work is done under the direct supervision of a member of the law school faculty or instructional staff whose primary professional employment is with the College of Law, and (iii) the time and effort required and anticipated educational benefit are commensurate with the credit awarded.

In calculating the 64 credit hours of “regularly scheduled classroom sessions”, the time may not include any other coursework including, but not limited to:

- (a) Federal or State Court Judicial Externship or any College of Law Legal Externship;
- (b) coursework completed in another department, school or college of The University of Tulsa, including courses taken pursuant to a joint or concurrent degree program; and
- (c) co-curricular activities such as law review and competitions.

1. No student may graduate sooner than 24 months or longer than 84 months after the student commenced law study at the College of Law or a law school from which the College of Law has accepted transfer credit.
2. No student may be enrolled at any time in coursework that, if successfully completed, would exceed 20 percent of 88 hours of academic credit required for graduation.

NOTE: A full-time student is generally limited to enrolling in no more than 16 credits during a regular semester. With a dean’s approval, a full-time student may enroll in 17 credits. A full-time student may not enroll in more than 17 credits since this would violate the 20 percent restriction.

3. Students may visit at other schools with permission of a dean, and credit hours accepted by the College of Law from other law schools may be counted towards the required number of hours of academic credit for graduation so long as, they are taken in accordance with these rules. See rules on transfer of credit and grades as Part V.B.
4. If a student is admitted to the College of Law as a transfer student from another law school, academic credit accepted from the other school may count towards the required number of hours of academic credit for graduation if taken in accordance with these rules. See rules on transfer of credits and grades at Part V.B.

5. The required course of study at the College of Law shall at all times meet or exceed ABA Standards on Approval of Law Schools. In the case of any conflict, whether due to revision of ABA Standards or otherwise, the ABA Standards shall control.

#### D. Attendance Requirement

Students are expected to give their scholastic obligation first priority. Prompt and regular class attendance is considered necessary for satisfactory work. The instructor determines in all instances the extent to which absences and tardiness affect the student's grade and credit. The instructor shall announce the attendance policy in a timely manner. A student may receive a failing grade for excessive absences and tardiness. Students shall be responsible for keeping their own attendance and punctuality records.

## II. ENROLLMENT AND ITS PROCEDURES

### A. Approval of Enrollment

1. Approval of a dean is required for enrollment:

- a. in any semester in which a full-time student enrolls in more than sixteen credit hours, or in which a student enrolls in fewer than six credit hours;
- b. in any summer term in which a student enrolls in more than ten credit hours;
- c. as a full-time student if the student is currently enrolled as a reduced-load student, or as a reduced-load student if the student is currently enrolled as a full-time student;
- d. for students on probation;
- e. for students repeating a course in which a failing grade is received;
- f. when students enroll in required courses out of recommended sequence;
- g. in any semester in which a student returns after an interruption of study of fewer than three years.

2. Approval of a dean and course instructor is required for enrollment in a course;

- a. as an auditor or as a special student;

Policy: Enrollment as an auditor or as a special student is conditioned expressly on availability of seats after preference has been given to students regularly enrolled for academic credit in the College of Law. Every auditor, except a person admitted to the bar, and every special student must meet the general academic requisites for admission as a student regularly enrolled. If a regularly enrolled student in the College of Law audits a course, that student may not subsequently enroll in the same course for credit within a period of three years, except with permission of the instructor and a dean upon good cause shown.

- b. for which course prerequisites are not fulfilled;
  - c. previously taken by a student and in which a passing grade was received, not including journals or internships. The ‘course instructor’ whose approval is required shall be the instructor from whom the student previously took the course, unless that instructor is no longer a faculty member at this College of Law, or is otherwise unavailable to give approval.
3. Approval of the Associate Dean for Academic Affairs and the Director of Study Abroad is required for enrollment in an exchange program at a foreign institution, pursuant to Section II.B.2. of Appendix L.
4. Required consultation for first-year students.
- a. First-year students with a 2.75 cumulative GPA or below at the end of the first semester must meet with the associate dean for student affairs to discuss the subsequent semester course load and for advisement.

## B. Changes in Enrollment

1. Before the enrollment period closes, changes may be made upon payment of any fee required by the registrar. The enrollment period for a regular semester ends at the close of the last day of the first week of classes and for a summer session ends at the close of the first day of classes.
2. After the enrollment period closes:
  - a. Adding a course requires approval of the Associate Dean of Academic Affairs or Associate Dean of Student Affairs and the course instructor; for study abroad programs, adding a course requires approval of such a dean or the director of the program and the course instructor.
  - b. Withdrawal from a course requires approval of such a dean; for study abroad programs, withdrawal from a course requires approval of such a dean or the director of the program.
3. Effects of and limitations on withdrawal
  - a. Withdrawal during the first three weeks of a semester, or during the first week of a summer session, is a cancellation of enrollment. The courses withdrawn from do not appear on the student’s transcript.
  - b. Federal regulations require students to maintain satisfactory academic progress (SAP) to remain eligible to receive federal financial aid. Students must complete and pass a minimum 67% of the credit hours in which they attempt and maintain a minimum cumulative G.P.A. of 2.0. Please consult with Kristi Emerson at [kristina-emerson@utulsa.edu](mailto:kristina-emerson@utulsa.edu) about the satisfactory academic progress requirements regarding eligibility for federal financial aid. A student receiving federal financial aid, who

reduces the credit hours in which they are enrolled on or after the first day of classes must make sure they understand how the reduction could affect their ability to comply with the SAP requirements. For more information, contact Kristi Emerson at [kristina-emerson@utulsa.edu](mailto:kristina-emerson@utulsa.edu).

- c. If withdrawal is during the fourth through sixth weeks of a semester or during the second week of a summer session, a W for that course will be recorded on the student's transcript.
- d. After the sixth week of a semester or the second week of a summer session, only complete withdrawal from the College is permitted unless otherwise approved by such a dean.
- e. Any withdrawal which is not approved by such a dean or the director of the study abroad program will result in the grade of F being recorded in the course.
  - i. Requests to change a grade from F to N (no credit) may be made in the form of a petition by the student to the Academic Status and Student Affairs Committee.
  - ii. Any recommendations for this change of grade shall be made by the committee to the faculty, and if approved by the faculty, a dean will send a written memorandum to the registrar.
  - iii. The memorandum shall include a statement giving details explaining why the F grade was originally entered on the record and justifying the change to an N entry.
  - iv. The memorandum shall be retained as a permanent part of the student's file.

#### 4. Credit to Audit

- a. Approval by a dean is required to change enrollment in a course from credit to audit.
- b. No change from credit to audit is permitted after the tenth week of a semester or after the third week of a summer session.

#### 5. Audit or Special Student to Credit

An enrollment in any course as an auditor or as a special student may not be changed to enrollment for credit in this College.

### C. Full-Time Student's Employment

A full-time student may not devote more than 20 hours per week to employment in any semester. A full-time student is defined as a student enrolled in 12 or more hours. A full-time student who violates this requirement is subject to reduction in course load by a dean to a schedule of fewer than 12 hours.

#### D. Enrollment in Summer Sessions and Study Abroad Programs

1. Any first year student who matriculated in summer or fall, and whose cumulative GPA is below 2.3 at the end of the student's first full semester, will not be permitted to enroll in any summer session or summer study abroad program offered by the College of Law or any other law school if that summer session or program begins before grades for the previous spring semester are due.
2. Any student whose GPA is above a 2.0 after spring grades have been posted will be permitted to enroll in any remaining summer sessions offered by the College of Law, and may enroll in any remaining summer session offered by a law school other than The University of Tulsa.

#### E. Priority Registration for Law Students

For any course in which J.D. students and non-J.D. students are enrolled, J.D. students will have priority registration over non-J.D. students.

### III. TUITION AND FEES

#### A. General

The tuition and special fee charges are set out in annual announcements of the College of Law.

#### B. Effect of Nonpayment

The University may suspend or withdraw students from classes and withhold grades, transcripts, and diplomas for failure to pay tuition and other charges when due. The University may also deny future enrollment for students with delinquent accounts.

#### C. Refunds of Tuition upon Withdrawal

1. If a student withdraws from any course at the University, he/she may receive reduction of tuition based upon the following schedule. The reduction shall be calculated from the date on which application for withdrawal is received in the Bursar's Office. Non-attendance of classes does not constitute an official withdrawal or drop.

##### Refund Schedule

First day of classes – 100%

Day 2 through end of first week – 90%

Second and third week – 50%

Fourth through seventh week – 25%

Remainder of semester – 0%

- Federal financial aid recipients withdrawing completely will have their Title IV aid returned to the proper aid accounts as determined by the Office of Student Financial Services pursuant to federal guidelines.

TU will first determine the percentage of the semester the student completed. The percentage completed will be the number of days attended divided by the number of days in the semester. If the percentage completed is 60% or less, the return of funds calculation will be used.

If the student has completed 60% or less of the semester, TU will apply the calculated completed percentage to the total awarded Title IV aid for which the student established eligibility before withdrawing. This calculation will be the earned aid. The earned aid will be subtracted from the total disbursed aid to determine the amount of unearned aid to be returned to the federal Title IV funds. TU will return the unearned aid to the Title IV programs.

2. Refund for summer session courses is based upon prorated percentage of hours completed calculated in accordance with formula used for regular semesters.

3. To receive a refund upon withdrawal from a course or from the College, a student must submit a signed withdrawal form to the registrar of the College. A refund is calculated from the date the form is received and not from the date class attendance terminated. Students with loans should contact the Office of Student Financial Services to ascertain the impact of withdrawal on their loans.

#### D. Student Bar Association Fee

The Student Bar Association nonrefundable fee is used to defray the expenses of the Student Bar Association.

### IV. REQUIRED AND PREREQUISITE COURSES

#### A. Required Courses\*

1. The following courses are required for each student enrolled in the College:

Civil Procedure I	3 hours
Civil Procedure II	3 hours
Constitutional Law I	3 hours
Constitutional Law II	3 hours
Contracts	4 hours
Criminal Law and Administration	4 hours
Dean's Seminar**	1 hour
Evidence	4 hours
Legal Writing I	3 hours
Legal Writing II	2 hours
Legal Writing III	2 hours
Intro to Legal Research (as of 7/1/24)	1 hr
Professional Responsibility	2 or 3 hours



Property	4 hours
Strategies & Skills for Bar and Practice	1 hour **
Torts	4 hours

\*Required courses can change at the discretion of the faculty at any time.

\*\* Satisfies the 1L and 3L professionalism requirement in the first and final semester of study.

2. In addition to the required courses listed in IV.A.1, 2L students shall participate in the annual Professionalism Day sponsored by the Professional Development Office, unless alternative arrangements are made to the satisfaction of the dean, or the dean's designee. Except for the 2L Professionalism Day Requirement, the 1L and 3L professionalism requirement is a credit bearing graduation requirement. Students will not be allowed to enroll in a subsequent academic year unless they have fulfilled the professionalism requirement for their year of study. Any student who does not meet annual professionalism requirements for their class or make satisfactory alternative arrangements will receive a failing grade for the requirement.

- a. Students must complete six (6) hours of experiential learning coursework as set forth in ABA Standards 303 and 304; the experiential learning requirement can be satisfied by the successful completion of six (6) credits through enrollment in a clinical program or a TU approved, supervised externship.
- c. Students matriculating on or after July 1, 2024 must take Intro to Legal Research in the first semester.

3. Each student must take at least one of the following: a seminar or any other course with a substantial writing component as approved by the dean. A student who completes the requirements for a certificate of participation in either of our two law journals will satisfy the upper level writing requirement if a faculty member assigned to review the paper concludes that the paper meets the standards described in Appendix J.

**See Appendix B for seminar guidelines.**

**See Appendix J for guidelines regarding use of student law journal articles.**

4. A student may not satisfy multiple graduation requirements through one course enrollment. Each graduation requirement must be satisfied independently of other requirements.

5. Following is the required schedule for first and second year full-time students:

<u>First Semester</u>		<u>Second Semester</u>		<u>Second Year</u>	
Deans Prof. Seminar	1 hr	Civil Procedure II	3 hrs	Legal Writing III	2 hrs
Civil Procedure I	3 hrs	Criminal Law	4 hrs	Electives	12-14 hrs
Torts	4 hrs	Property	4 hrs		
Contracts	4 hrs	Constitutional Law I	3 hrs		
Legal Writing I	3 hrs	Legal Writing II	2 hrs		
Intro to Legal	1 hr				
Research* (as of Fall 2024)					
<b>TOTAL</b>	<b>16 hrs</b>	<b>TOTAL</b>	<b>16 hrs</b>		

Note: Legal Writing I, II, and III must be taken sequentially. A dean may waive this requirement only for extraordinary circumstances.

Reduced-load students must receive approval for their sequence of all required courses from the Associate Dean for Student Affairs.

### **Academic Support Program (ASP)**

The study skills portion of the College of Law program is intended to help students transition between college and law school. This skills information will be provided during orientation and in additional workshops during the first semester. See Part II.A.3, requiring consultation with the Assistant or Associate Dean for Student Affairs for students whose first-semester GPA is a 2.75 or below.

6. All Students with a cumulative GPA of 2.75 or lower, upon attending 18 credit hours, are required to take all courses listed under “Block A” and any two of the courses listed under “Block B.”

#### **BLOCK A (all courses required)**

Basic Corporate Law  
Decedents’ Estates & Trusts  
Secured Transactions  
Selling & Leasing of Goods  
Criminal Procedure: Police Practice **or** Criminal Procedure: Adjudication

#### **BLOCK B (any two courses required)**

Advanced Torts  
Agency & Partnership  
Conflict of Laws  
Family Law  
Criminal Procedure: Police Practice **or** Criminal Procedure: Adjudication  
Remedies

A dean has the discretion to develop a required curriculum from BLOCK A and BLOCK B for any student with a GPA of 2.75 or below.

### **B. Prerequisite Courses**

For prerequisite courses and suggested prerequisites, see Appendix H.

### **C. Concentration Programs**

The faculty has approved several concentration programs, the requirements of which are set forth in Appendices D through G. In addition to those requirements, the director of a concentration program and a dean may approve, for credit, externships for a particular concentration that require faculty supervision and otherwise meet the ABA requirements for externships.

## V. TRANSFER OF CREDITS AND GRADES

### A. Admission with Advanced Standing

The Admission and Financial Aid Committee, in its discretion, may admit a transfer student with advanced standing subject to the following:

1. The dean of the law school from which the transfer is sought shall certify in writing the applicant's good standing and the unconditional eligibility to re-enroll.
2. The academic credit to be transferred shall have been earned in a law school which is approved or provisionally approved by the American Bar Association.
3. The applicant shall meet all admission standards of the College and shall comply with the College's procedures for admission.
4. A transfer with advanced standing shall be denied if no transferable law school credits have been earned within a period of three years prior to the commencement of the semester or summer session for which admission is sought.

### B. Transfer of Credits and Grades

1. Academic credit for a course taken at another law school, whether by a transfer student or by a student visiting away, may be accepted in satisfaction of the degree requirements only if the student has received a passing grade.
2. In the case of a student visiting away, the term "passing grade" is defined as a grade of 1) C or better in any graded course, or 2) a grade of pass in a pass/fail course, if the instructor certifies that the student would have received a grade of C or better if the course had been graded. The other law school must be approved or provisionally approved by the American Bar Association, or, in a dean's discretion, a foreign law school other than University College Dublin (UCD), provided that the transfer credits comply with American Bar Association standards.
3. Academic credit for courses taken at UCD as part of the Exchange Program shall be governed by Section II.B.3. of Appendix L. The provisions of Section V.B shall not apply to courses taken or credit earned by a TU student participating in the Exchange Program with UCD.
4. In the case of a regularly enrolled student of this College taking courses at another law school, only the number of accepted transfer credits shall appear on the student's official transcript in this College.

For courses in which a passing grade was received, the grade of P (pass) shall be utilized for purposes of determining class rank. When a statement of class rank of a transfer student is reported, it shall be noted that the rank is computed on the basis only of courses completed at this College.

A dean shall determine whether courses taken at another law school may be accepted in satisfaction of specific course requirements at this College.

5. A dean may grant permission to a regularly enrolled student of this College to enroll as a visiting student at another law school for any semester or summer session other than a fall or spring semester of the first year of academic study.

Students may count no more than 6 credit hours of academic credit taken as a visiting student at another law school toward the degree requirements.

A dean shall have discretion to grant a further waiver of the 6-hour rule only for exigent family circumstances, limited to a cap of 16 hours.

6. A student who transfers to the College from another law school may count no more than 45 credit hours earned at other law schools, before or after admission as a transfer student, toward the degree requirements.

#### C. Waiver

Admission with advanced standing does not constitute a waiver of any degree requirement of the College. A dean shall determine at the time of or prior to transfer those requirements of the College which, in his or her discretion, have been substantially satisfied and shall file the determination in the student's record.

#### D. Law Credits in Other Degree Programs

The faculty recognizes that some students, before they matriculate at the College of Law, have earned credit in other degree programs by completing law school courses. When such courses are taken at this College of Law or the student subsequently matriculates at this College of Law, the following conditions are imposed:

1. Graduate students may be permitted to take a College of Law course for credit, the credit to be applied toward their graduate program. The course may be graded by letter grade or honors/pass/fail, according to the requirements of their graduate program.
2. Undergraduate students may be permitted to take a College of Law course for credit to be applied toward their undergraduate degree, either for a letter grade or honors/pass/D/fail. The undergraduate degree program the student is pursuing may be a factor in determining which law school courses may be taken.
3. An undergraduate or graduate student who takes a College of Law course and receives a grade of C or better may not take the course again if the student matriculates at the College of

Law within three years from the time the student took the course. If the course is a prerequisite for other courses at the College of Law, the student will be deemed to have met the prerequisite; if the course is a required course, the student will be deemed to have satisfied that graduation requirement. The student must complete 88 hours of law school credit after matriculating at the College of Law.

Notwithstanding the provisions of the above paragraph, in the discretion of a dean, the student may be permitted or required to retake the elective or required course.

4. An undergraduate or graduate student who takes a College of Law course honors/pass/D/fail or receives a grade lower than C must retake a required law school course or an elective that is a prerequisite to other law school courses the student wishes to take if the student subsequently matriculates at the College of Law.

Notwithstanding the provisions of the above paragraph, a dean may waive a prerequisite.

5. An undergraduate or graduate student who takes a College of Law course more than three years before matriculating at the College of Law must retake the course if it is a required course. An elective course taken more than three years before matriculation at the College of Law may not serve as a prerequisite absent specific approval by a dean.

6. An undergraduate or graduate student who audits a College of Law course and who does not receive a grade is deemed not to have taken the course.

7. The approval of the professor in whose course the graduate or undergraduate student wishes to enroll must be secured before the student may take the course. Further, an advisor or other appropriate person in the graduate or undergraduate program must state that the credit will be accepted in fulfilling the degree requirements. These students will be permitted to take law school courses only if seats are available.

## **VI. INTERRUPTION OF STUDIES**

A. Students are encouraged to follow a continuous program from matriculation to completion of degree requirements.

B. If interruption of studies is called for because of disruptive circumstances, such as serious or extended illness, serious family problems, military service, and the like, a student may be readmitted, as follows:

1. A student who withdraws after having completed at least one term, and who is in good standing at the time of withdrawal, may re-enroll in the College of Law. If such withdrawal is during the spring term of the student's first year of study, the student may re-enroll only in a subsequent spring term, to preserve the sequencing of courses. In any event, the period of interruption may not exceed three years, and the conduct of the student during the period of absence shall be subject to the Honor Code.

2. A student who withdraws after having completed at least one term, but before completing 18 credit hours, and whose GPA is below 2.0 at the time of withdrawal, may re-enroll without

petitioning the Academic Status and Student Affairs Committee. If such student withdraws during the spring term of the student's first year of study, the student may re-enroll only in a subsequent spring term, to preserve the sequencing of courses. In any event, the period of interruption may not exceed three years, and the conduct of the student during the period of absence shall be subject to the Honor Code.

3. A student who withdraws during the term in which he or she was readmitted on academic probation may re-enroll for subsequent term with the approval of a dean in consultation with the Academic Status and Student Affairs Committee. The total period of interruption, including the period from the time the student was academically dismissed until the student was readmitted on probation, may not exceed three years, and the conduct of the student during the period of absence shall be subject to the Honor Code.

4. A student who withdraws after his or her first term of study at this College of Law or any other law school may make application to the Admissions Committee to start anew only if the period of interruption exceeds three years.

5. A student who withdraws during his or her first term at the College of Law is eligible to apply for readmission in a subsequent academic year.

6. The Admissions Committee may admit a student who was in good standing who has interrupted his or her study for a period of more than three years, but no academic credit will be given for courses taken prior to the interruption of study.

7. The Admissions Committee may admit a student who has been academically disqualified at another law school only upon an affirmative showing that the student has the capacity to complete the College of Law's program of study and be admitted to the bar. Such showing must include: 1) a demonstration of exceptional circumstances such as serious or extended illness, or serious family problems such as illness or domestic discord; and 2) a demonstration that the student has thoroughly analyzed the cause of his or her academic problems and has taken remedial steps. The applicant must satisfy all other College of Law admission requirements. No academic credit will be given for courses taken prior to the interruption of study or disqualification.

## **VII. EXAMINATIONS AND COURSE GRADES**

### **A. Course Grades**

1. In any course with the LAW prefix (J.D. course) where the final grade is based in whole or in part on an examination, final course grades are assigned anonymously.

2. The grade on a final examination or on a substantial written work may constitute the course grade.

3. In the course instructor's discretion, and provided notification is given during the first week of classes, the course grade may be based on any combination of the final examination grade, grades on written assignments or tests, class recitation, and class attendance.

4. A grade of Incomplete (I) will be changed on a student's transcript in accordance with Part I.A.3.b and c.
5. After course grades have been submitted to the Office of the Dean, a grade (other than I) will not be changed except through the process set forth below in Section VII.B.
6. All final grades in courses with the prefix LAW will be entered by the Office of the Dean. Final grades in courses with the prefix LAWU may be entered directly by the professor or, at the professor's option, by the Office of the Dean.
7. Absent extraordinary circumstances, all final grades will be submitted on the grade sheet provided by the Office of the Dean.
8. All grades in courses with the prefix LAW and all CALI award announcements will be released only by the Office of the Dean.

#### B. Examinations and Other Graded Assignments

1. Final examinations will be proctored. Professors may self-proctor midterm examinations.
2. All examinations are graded anonymously. **Under no circumstances will the identities of the students associated with the final exam numbers be revealed to the professor before the professor submits the final course grade.**
3. Unique examination numbers will be assigned to and used by students for each examination by the Office of the Dean, except that each student will be assigned one final examination number each semester that will be used on all that student's final examinations.
4. All computerized examination answers will be taken and submitted through Examplify (or other computer software program chosen by the Office of the Dean for all exams). This subsection does not apply to take-home exams.
5. Original examination papers shall not be returned to students. Examination papers shall be retained by the instructor during the semester following the examination and by the dean or the professor for one academic year from the date the examination was given.
6. It is the College's policy that grading should be done in a timely fashion and should be based on appropriate academic grounds and should be consistent with standards recognized as legitimate within the University and the profession. It is also the College's policy to respect each faculty member's academic freedom. A student who believes that a professor did not use such standards, and whose decisions were outside the range of activity protected by academic freedom, may appeal the grade by taking the following steps in the order shown. The student shall bear the burden of proving by clear and convincing evidence that these rules were violated.

These procedures are designed to provide students with the same rights and the same protections set forth in The University of Tulsa Student Handbook. The details of the procedures have been adapted to the unique circumstances of the College of Law (most particularly, although not

exclusively, the College of Law's emphasis on anonymous grading, the preeminent role of the final exam in most courses, and the fact that the College of Law is exclusively a graduate school), but the substantive rights of students have not been diminished.

7. After the final grade has been submitted to the registrar, no student work, whether it be an examination or other graded assignment, shall be regraded except through the process described in this section.

a. A student who wishes to question a grade received on an exam or other assignment must first schedule a meeting with the professor who assigned the grade. The student has 10 days from the date the grade is officially posted by the College of Law to request a meeting with the professor. The professor shall make every effort to meet with the student and provide an explanation within 14 days of the student's request for a meeting. In the rare event that a professor is unable to meet in person with the student, the professor should arrange an alternative method for communicating with the student. That meeting, or alternative communication, should result in one of the following three actions.

i. The student accepts or acquiesces in the explanation and decides not to pursue the matter further.

ii. The professor concludes that a mathematical or mechanical error occurred that affected the student's grade. In the case of such an error, the professor shall notify the dean and the registrar to have the grade corrected within 30 days of the meeting or alternative communication, absent a grade appeal or extraordinary circumstances.

iii. The student concludes that a substantive grading error occurred and wishes to petition for a grade change. In such circumstances, within 14 days of the meeting, the student must petition to challenge the grade. The written petition must set forth (i) the error complained of, (ii) the rationale for considering the decision to be in error, and (iii) the remedy requested. The petition should also specify whether the student members of the Academic Status and Student Affairs Committee should participate in the grade appeal. The student petitioning for the grade change should simultaneously provide a copy of the petition to the assistant or associate dean for student affairs and the professor.

b. Upon receiving the petition the professor must, within fourteen days, provide both the student and the assistant or associate dean for student affairs with a written statement explaining the basis of the grade on appropriate academic grounds. The written statement may take many forms: the professor may provide a copy of the student's graded exam and the model answer; a copy of the professor's grading key for the student's exam; a written memorandum explaining the grade; or other such written statement as the professor deems appropriate in the circumstances. The decision regarding the format of the written response rests with the individual professor; the professor is not required to provide the student with a copy of the answer key for a written assignment or examination unless the professor chooses to do so. In the rare case in which a professor



concur that a substantial error occurred, the professor may choose to file a written statement supporting the student's petition for a grade change. Once the student and the assistant or associate dean for student affairs receive the professor's written explanation, the assistant or associate dean for student affairs shall forward the student's petition and the professor's response to the Academic Status and Student Affairs Committee.

c. After receiving the file from the assistant or associate dean for student affairs, the Academic Status and Student Affairs Committee shall review the petition and make a recommendation to the full Law faculty at the next regularly scheduled faculty meeting. Every effort shall be made to communicate the decision of the faculty to the student within 14 days of that faculty meeting. In accordance with Section IX.C of the College of Law Policies and Regulations, the "decision of the committee is final after it has been reported to and accepted by the faculty."

d. If the student is not satisfied with the faculty's decision, the student may choose to appeal the faculty's decision to the dean. Any appeal must be filed within 30 days of the faculty's decision. The College of Law's decision on the appeal is final when a decision is rendered by the dean.

e. In the unusual circumstances that the student can make a case that the concept of fundamental fairness was violated in the appeals process itself, the final appeal may be made to the Provost, who may either consider it or decline to do so depending on his or her assessment of the circumstances presented. Any appeal to the Provost must be in writing and must set forth (i) the error complained of, (ii) the way in which fundamental fairness was violated in the appeal process, (iii) the rationale for considering the grade to be in error, and (iv) the remedy requested. Every effort shall be made to communicate the decision of the Provost to the student within 30 days of the Provost receiving all pertinent information. Student appeals on academic issues will be final when a decision is rendered by the Provost.

8. An examination shall be taken when it is regularly scheduled. For very compelling reasons, acceptable to a dean, a student may be excused from taking the examination at its regularly scheduled time. The burden of proof is on the student and shall be considered a heavy one. For examination rescheduling and procedures, see Appendix A.

9. For examination conflicts, disability accommodations, rules and procedures governing administration of examinations, and posting of grades, see Appendix A.

C. The provisions of Section VII A. and B. shall not apply to Examinations and Course Grades in course modules at University College Dublin (UCD) in which a student is enrolled as part of the Exchange Program described in Appendix L. TU students participating in the exchange will be examined and graded in accordance with the policies established by the University College Dublin School of Law.

## **VIII. DISMISSAL**

### **A. On Academic Grounds**

1. A student must maintain a cumulative grade point average (GPA) of 2.0.
2. For purposes of dismissal, cumulative GPAs for students who have completed a minimum of 18 hours shall be determined at the end of every school term, including the Fall, Spring and Summer terms, after all grades have been received.
3. Students who have completed a minimum of 18 hours and whose cumulative GPA is below 2.0 at the end of any term shall be dismissed.

### **B. On Conduct Grounds**

1. A student may be dismissed on the basis of conduct within The University of Tulsa community in accordance with regulations of the University or the Honor Code of the College.
2. A student whose conduct outside of the College is such that disciplinary action would have been warranted if the student had been a member of the Bar may be dismissed pursuant to the Honor Code of the College.

### **C. Effect of Dismissal**

1. A student who has been dismissed is ineligible to re-enroll or to be readmitted except in accordance with the provisions of Part IX.
2. If a student's cumulative GPA is below a 2.0 at the end of the term during which he or she has completed enough hours to graduate, he or she shall be eligible to seek readmission on probation for one more term provided he or she meets the requirements of Part IX.

### **D. Cancellation of Enrollment**

A student who is attending a summer session and who is dismissed under Section A shall be withdrawn from all summer courses, and tuition for the summer session shall be refunded provided that the student had not received Title IV financial aid for that semester. Financial aid recipients receiving refunds will have their refunds returned to the proper aid accounts as determined by the Student Financial Services Office pursuant to Federal guidelines.

## **IX. READMISSION ON PROBATION**

### **A. General Policy**

The faculty is confident that the grading system and policies of the College reflect a sound assessment of a student's overall ability to complete successfully the prescribed curriculum or enter the legal profession. The faculty does recognize, however, that circumstances unrelated to the College occasionally, but rarely, may be so disruptive that a

student will be unable to attain satisfactory grades. When a student is dismissed on academic grounds and exceptional circumstances exist, the procedure in this section is available. The circumstances the faculty will consider to mitigate an academic dismissal are, among others, serious or extended illness or serious family problems such as illness or domestic discord, and, in addition, a demonstration that the student has thoroughly analyzed the cause of his or her academic problems and has taken remedial steps. As soon as a student is aware of the existence of such circumstances, consultation with a dean or a member of the faculty is strongly recommended.

#### B. Academic Status and Student Affairs Committee

The faculty has delegated authority to the Academic Status and Student Affairs Committee (the committee), in its discretion, to readmit on probation students dismissed on academic grounds when circumstances may warrant readmission.

#### C. Finality of Decision

A decision of the committee is final after it has been reported to and accepted by the faculty.

#### D. Procedure

1. A request for readmission on probation is made by written petition only.
2. The petition shall detail, and document if appropriate, not only the exceptional circumstances which the student believes may have contributed to the dismissal, but also the changed circumstances which may warrant consideration for readmission. Corrective action may be proposed.
  - a. If the student is employed, the nature and extent of employment shall be stated.
  - b. The petition shall contain a statement indicating whether the student members of the committee are or are not to participate in the decision on the petition. If no such statement is included in the petition, student members will not be allowed to participate. If student members participate they have access to the petitioner's law school records and file for that purpose.
3. In its discretion the committee may request an interview with the petitioning student or with other persons having knowledge relevant to the circumstances alleged in the petition.
4. Direct or indirect solicitation of committee or faculty members individually in support of the petition is not permitted. A petitioner may include in the petition the name of any member of the faculty who may have special information useful to the committee's deliberations. The chairperson of the committee may contact the member named.
5. The committee may consider grades received by the student in any session for which GPA is not computed for dismissal purposes. (See Part VIII.A.2.)
6. After a decision of the committee becomes final, a subsequent petition will not be granted unless circumstances bearing on the question of readmissibility have materially changed.

Policy: the purpose of the rule is to insure that a petitioner complies with the spirit which underlies the petition procedure, meaning that the student is completely frank and discloses in the petition all facts and circumstances that have any bearing on the question of re-admissibility.

7. If readmission is granted, the committee may impose any condition of readmission it deems appropriate (e.g. limitation on employment, limitations on participation in extracurricular activities, and restrictions on the hours or kinds of courses the readmitted student shall take) in addition to the required condition that the student achieve a GPA of at least 2.0 at the conclusion of any probationary period.

Unless the Committee specifies otherwise, conditions of readmission shall include the following: 1) each term, the student must meet with an associate or assistant dean of students to obtain approval of the student's enrollment schedule; 2) as soon as practicable, the student must retake all required courses in which a grade less than C was received (§ I.A.2.c of these Policies and Regulations apply to repeated courses); 3) the student may not take any courses, whether at the College of Law or as a visitor at another law school, that do not require final exams, except a) what is required to satisfy the seminar writing requirement and b) a cumulative total of six hours of experiential learning and 4) the probationary period shall be for one term. Conditions 1-3 shall remain in effect until the student graduates from the College of Law.

A readmitted student who fails to meet any condition of readmission shall be dismissed.

#### E. Time for Filing Petition

1. The assistant or associate dean for student affairs shall notify students of the due date for the filing of the petition. The due date for filing of a petition shall be no less than two weeks from the date that the notification of the due date is sent by the assistant or associate dean of students if sent by first class mail to a student's last known address on the records of the College of Law or ten days if sent by electronic means to a student's University of Tulsa e-mail account. A petition received later than the filing date shall not be considered.
2. Notwithstanding Sections IX.D.6 and XII, an academically dismissed student is prohibited from filing any petition that seeks readmission (regardless of whether it is styled as a new petition for readmission, a petition or request for reconsideration of the denial of a previous petition, a petition or request for an exception to the Policies and Regulations, or anything else) until at least ten months has elapsed since a prior petition for readmission was denied. Any petition or request that violates this provision will be automatically denied without being considered by either the Academic Status and Student Affairs Committee or the faculty, unless the dean or his or her designee requests consideration by the Committee.

#### X. AMENDMENT FOR SUPPLEMENTATION OF LAW SCHOOL APPLICATION

By submitting an application to the College of Law, an applicant certifies to the following: that

the responses and information supplied in the application are truthful and complete to the best of the applicant's knowledge and belief; that once an application is submitted, the applicant will inform the Admissions Office of any changes to the information in the application or any new information without which the application would be inaccurate or incomplete; and that, if the applicant is admitted and matriculates at the College of Law, he or she will promptly supplement the application by notifying the Admissions Office of any event occurring after matriculation that would require changing the information on the application with regard to Character and Fitness.

Matriculated students who failed to disclose requested information prior to matriculation must petition the Admissions Committee ("Committee") to amend their applications. A petition to amend must include the following information:

- 1) A complete description of the circumstances concerning the matter(s) being disclosed, including date(s) and disposition of the matters(s);
- 2) why the student did not previously disclose the matters(s) prior to matriculation;
- 3) why the student is coming forward with the disclosure(s);
- 4) whether the student wishes the student members of the Committee to participate on the petition;
- 5) the petitioner's current address and phone number.

Petitions must be signed, dated and submitted to the assistant or associate dean for student affairs. Petitioners must also email a copy of the petition to the assistant or associate dean for student affairs in Word format. When a matriculated student petitions to amend the admission application, the student is considered an applicant for admission.

Information concerning events occurring after matriculation that is required to supplement the application must be disclosed in a signed and dated writing to the assistant or associate dean for student affairs within one month after the occurrence of the event. If such information is not disclosed in a timely manner, students must petition the Committee to supplement the application, following the above procedure.

If the information omitted from the application – or the omission itself – does not involve issues of character or fitness, the written disclosure of such information may be accepted as an amendment to the student's application with the approval of the chair of the Admissions Committee and the assistant or associate dean for student affairs. In all other circumstances, the petition to amend will be reviewed by the committee and a recommendation will be made to the full faculty of the College of Law for appropriate action.

## **XI. FAIR EMPLOYMENT PRACTICES**

A. The University of Tulsa College of Law is an ABA-accredited law school and member of the Association of American Law Schools. We value and appreciate the diversity of our student body and adhere to the non-discrimination standards for the ABA, the AALS bylaws, and the University of Tulsa. Accordingly, as a condition of the assistance of our professional development office and/or use of our office's services and facilities, we expect that all employers will observe and comply with the principles of non-discrimination and equal opportunity on the basis of race, color, religion, national or

ethnic origin, age, gender, disability, veteran status, sexual orientation, gender identity or expression, genetic information, ancestry, or marital status in regard to hiring, promotion, retention, and conditions of employment.

B. Toward those objectives, the following procedures have been adopted:

1. Any person [as defined below in XI.B.8] who believes that a prospective, current or former employer of a law student has acted in a manner inconsistent with the stated policies should promptly inform the assistant or associate dean for professional development.
2. The assistant or associate dean for professional development will meet with the person as soon as practicable to review the matter and procedures for resolution.
3. If the person wishes to have the matter brought to the attention of the employer, that person will provide the assistant or associate dean for professional development the following confidential information in writing: the name(s) of the individual(s) alleged to have committed the misconduct, the employer and location, the date of the misconduct, and the description of the misconduct alleged.
4. Those complaints which are reduced to writing will be reviewed and discussed with the employer, with confidentiality preserved as to each of the parties, unless waived, and all parties shall preserve confidentiality.
5. The assistant or associate dean for professional development, in consultation with the employer, will seek an explanation of the alleged practices. The assistant or associate dean for professional development will resolve the matter in a manner agreeable to both parties and insure that the policies of the College of Law are maintained. The assistant or associate dean for professional development in attempting to resolve the matter will request, if necessary, that the employer take appropriate remedial action, reaffirm its adherence to the College of Law's nondiscrimination policy, or modify its practices.
6. If the person's concern is not resolved to the satisfaction of the parties involved, the matter shall then be referred to the Professional Development Committee for resolution. The imposition of sanctions, if appropriate, may include the withholding of the services of the College of Law Professional Development Office from the employer for a stated period of time or indefinitely. In addition, the Professional Development Committee may recommend to the assistant or associate dean of professional development the denial of licensed legal internship privileges to the employer.
7. The assistant or associate dean for professional development will periodically report to the Professional Development Committee on the status of those concerns received and resolved.
8. Definitions: The word "person" as used in this Part XI is a reference to a student, other user of the Professional Development Office, or any faculty member.

## **XII. EXCEPTIONS TO REGULATIONS**

Unless otherwise provided in these regulations, authority to grant exceptions to these regulations is delegated by the faculty to the Academic Status and Student Affairs Committee. A request for an exception should be in a writing setting forth the exception requested, the reasons for the request, and whether the student members of the committee are or are not to participate in the readmission decision. If the statement regarding participation by student members is omitted, student members will not be allowed to participate. If student members participate, they will have access to the petitioner's law school records and file for that purpose. A decision of the committee is final after it has been reported to and accepted by the faculty.

## **XIII. AMENDMENTS**

The faculty may amend these regulations and adopt new regulations as it deems appropriate.

## **APPENDIX A**

### **EXAMINATION RULES AND PROCEDURES**

Policy Statement: The following rules and procedures are intended to inform students of expected conduct before, during, and after the examination period. Our goal is to promote an orderly examination process and to eliminate confusion about all examination procedures.

Students are reminded of their duty to their profession and to their fellow students to maintain a high ethical standard of conduct. It is every student's responsibility to possess the honesty, integrity, and moral courage to guard against and report any appearance of impropriety.

#### **I. General Examination Guidelines**

##### **1. Examination Schedules**

Examinations are administered according to the examination schedule available at registration for the fall, spring, and summer terms. Except as provided in these rules, all students will take examinations when and where they are scheduled.

##### **2. Examination Conflict Policy**

The assistant or associate dean of students is authorized to schedule make-up examinations in the following circumstances:

- (1) A student has two or more examinations scheduled during the same time period.
- (2) A student has two or more examinations with beginning times less than 24 hours apart.
- (3) Exams on four consecutive days.

Generally the exam that creates the conflict will be the exam that is rescheduled. If two or more exams create a conflict, they generally will be rescheduled in their original order. No exam will be rescheduled to be taken before its originally scheduled time.

Elective courses shall be rescheduled before first-year required courses, and non-first-year required courses shall be rescheduled before first-year required courses.

To be eligible for rescheduling, a student must complete an examination rescheduling form available at the Front Office. No rescheduling due to conflicts will be granted beyond the deadline stated on the rescheduling form. Students will be notified of exam rescheduling by memorandum two weeks prior to the commencement of the examination period.

##### **3. Examination Accommodations for Students with Disabilities**

Students with disabilities, including physical disabilities and learning disabilities, who desire examination accommodations must apply for accommodations, with complete documentation, to the Center for Student Academic Support. Application must be made, and complete documentation provided, by the end of the eighth week of the semester for which



accommodations are requested, or by the end of the second week of a summer session. Exceptions to these deadlines may be made in cases of injuries occurring after the deadlines.

The College of Law will provide accommodations only in accordance with an accommodations statement issued by an Eligibility Committee convened by the director of the Center for Student Academic Support. Faculty and deans may not provide accommodations except in accordance with an accommodations statement.

#### 4. Special Circumstances

Where students have circumstances other than disabilities which prevent them from reasonably communicating answers to examination questions, including students whose first language is not English, special examination arrangements may be made in the discretion of the assistant or associate dean for student affairs, subject to the limitations in subsection 6 below. Requests for special arrangements must be made to the assistant or associate dean for student affairs by a date determined by the assistant or associate dean for student affairs, but no later than two weeks before the commencement of the first day of a fall/spring examination period, or one week before the commencement of exams for summer session.

The decision of the assistant or associate dean for student affairs will be communicated to the student in writing prior to the examination period. An appeal of the decision may be made to the dean of the College of Law. An appeal of the Dean's decision may be made to the faculty.

#### 5. Extenuating Circumstances

Students also may request examination rescheduling for the following extenuating circumstances:

- (1) Serious illness or medical problems supported by a doctor's certificate;
- (2) Grave personal emergencies supported by extrinsic evidence filed in the student's record.

The procedure in cases of Extenuating Circumstances is as follows:

- (1) Notify the assistant or associate dean for student affairs (918-631-3990) as soon as practical after the illness or personal emergency arises.
- (2) Submit to the assistant or associate dean for student affairs, as soon as practical, a medical certificate or other extrinsic evidence verifying the problem.
- (3) Submit to the assistant or associate dean for student affairs in writing the student's entire examination schedule, including course name and professor, as soon as practical.

Approval for rescheduling due to an extenuating circumstance will be communicated verbally to the student by the assistant or associate dean for student affairs as quickly as possible and later confirmed to the student in writing.

No examinations may be rescheduled on account of illness or other emergency by members of the faculty. Failure to notify the dean's office may result in a failing grade for the course.

#### 6. Examination Accommodations for English as a Second Language (ESL) Students

The Associate Dean for Student Affairs may grant accommodations to students whose first language is not English to allow ESL students to become acclimated to the law school examination process.

The following criteria should be used in determining the appropriateness of accommodations:

- (1) Students who attended a secondary school where instruction was primarily or exclusively in English are not eligible.
- (2) Students who attended a college or university for two or more years where instruction was primarily or exclusively in English are not eligible.
- (3) Students' TOEFL scores and educational and professional backgrounds will be considered in determining whether to grant accommodation requests.
- (4) Students who make an accommodation request must have at least two faculty recommendations supporting the request for additional time on exams.

If an ESL student is granted accommodations, the following rules will apply:

- (1) The student will be allowed an additional 15 minutes for every hour of examination.
- (2) The student will be allowed to use an English/native language dictionary. This dictionary must be in print ("hard copy") and must be provided by the student. It may not contain any notations and will be subject to inspection during exam check-in procedures described in Appendix A.
- (3) The examination will be administered in a private testing area with other ESL students.
- (4) The accommodations of additional time, an English/native language dictionary, and a private testing area will be limited to the first two semesters of attendance at the College of Law.
- (5) No additional time will be given for take home papers, take home exams, or oral assignments.
- (6) All other exam policies and procedures outlined in Appendix A shall apply.

An ESL student who seeks accommodations under Part A.1.(6) must make a written request, accompanied by at least two faculty recommendations, to the Associate Dean for Student Affairs no later than the first Monday in November for fall exams and the first Monday in April for spring exams.

In extraordinary circumstances, an Associate Dean may extend the semesters for which extra time on exams or other exam accommodations are given.

## II. Examination Procedures

### 1. Illness or Other Problems during an Examination

Should any student become ill or have a serious problem after the commencement of an examination, he or she must immediately notify the dean on duty in the Front Office. Every effort will be made to allow the completion of the examination later that same day, but the seriousness of the illness or other problem may result in a “no grade” being entered for the student for the course until the student takes the exam in the same course the next time it is offered.

## 2. Anonymous Grading System

The College of Law employs anonymous examination grading to promote confidence in grades. Before each exam period, the Dean’s Office will issue each student an exam number via email. Students who forget or lose their exam number may obtain the number at the Front Office. Even if a student does not use an exam number, for example, in the case of a seminar paper, the exam number should be retained for purposes of viewing grades.

## 3. Late Arrivals for Examinations

Students who arrive after the commencement of an examination must immediately report to the Front Office. Late students will be permitted to sit for their examination but no extra time will be allowed except in extraordinary circumstances. Students who arrive late must hand-write their exam. If extra time is requested, it must be approved by the dean on duty. If extra time is granted, the dean will inform the faculty member after the faculty member has turned in his or her examination grades but before the grades have been officially entered. The faculty member may then decide whether to lower the grade of the student who was late.

## 4. Pre-Examination Procedures

**Check-in.** Students must check-in before taking a regularly scheduled in-class exam.

Students are required to check in at the exam registration tables in the mezzanine area of the College of Law. Check-in will commence every morning at 8:15 and in the afternoon at 12:15. ALL EXAMPLIFY USERS MUST BE CHECKED-IN 20 MINUTES BEFORE THE COMMENCEMENT OF AN EXAM. THIS POLICY IS FIRM.

**Approved Exemplify Users:** Exam Passwords will be announced in the exam classroom fifteen minutes before the commencement of each exam. Exemplify users who do not check-in at the appropriate time and who are not at the Exemplify “stop-sign” ten minutes before the exam will be required to hand-write that exam.

NOTE: On those occasions where an exam begins at 2:00 p.m., check-in will be between 1:15 for both Exemplify Users and Handwriters.

## **ITEMS NOT ALLOWED IN THE EXAM ROOM:**

BACKPACKS, PURSES OR BRIEFCASES

ALL PERSONAL ELECTRONIC DEVICES:

Personal computers may be used during the exam only as authorized by the respective professor, according to Appendix A, Section III, (2).

ALL WATCHES

HEAD PHONES (INCLUDING NOISE REDUCTION HEAD PHONES). EAR PLUGS ARE PERMITTED.

STUDY MATERIALS OF ANY KIND (such as papers, textbooks, notes, computers, or other materials) UNLESS SPECIFICALLY PERMITTED BY THE PROFESSOR

**ITEMS ALLOWED IN THE EXAM ROOM:**

BRING YOUR PERSONAL ITEMS, WALLETS, PENS AND PENCILS IN A (ONE) CLEAR PLASTIC BAG. SNACKS ARE ALLOWED AS LONG AS THEY FIT IN THE PLASTIC BAG. DRINKS WITH SCREW-ON LIDS ONLY ARE PERMITTED. ALL ITEMS WILL BE CHECKED DURING THE REGISTRATION CHECK-IN PERIOD FOR EACH EXAM.

APPROVED STUDY MATERIALS

LAP-TOP FOR COMPUTER APPROVED EXAMS WITH BATTERY CHARGES AND EXTENSION CORDS IF NEEDED.

5. Procedures for exam in classroom:

ALL STUDENTS MUST BE PRESENT IN THE EXAM ROOM AND READY TO TAKE THE EXAM NO LATER THAN TEN MINUTES PRIOR TO THE COMMENCEMENT OF AN EXAM.

There must be no writing until the examination is started by the professor or proctor.

After roll is taken, the examinations are distributed, and special instructions are given by the professor, students, upon authorization, may disperse to the designated ancillary room. Extra time for purposes of getting from one room to another is permitted only at the discretion of the professor.

6. Procedures during each Examination

An exam proctor will be on duty in each designated exam room during final examinations.

Students may not give, obtain, or receive aid in any form during an examination, nor shall they conduct themselves in any manner that would be offensive to others taking the examination. This includes, but is not limited to, using smokeless tobacco and eating.

Only one student at a time may leave the designated exam room during the examination for rest room and canteen purposes. The exam proctor will monitor bathroom and canteen trips.

Students may not leave the building for any reason, including smoke breaks.

Should a student find what appears to be a mistake in the examination, the student should immediately notify the exam proctor. The proctor will notify the professor administering the examination who will in turn notify the class of any changes and/or clarifications to the exam. Should the professor be unavailable, the proctor will consult with the associate dean for student affairs or the designated dean on duty.

Should a student become ill during the exam, the student should immediately notify the exam proctor. The exam proctor will address the situation with the associate dean for student affairs or the designated dean on duty.

Should a student opt to hand-write an exam at any time, the student must notify the proctor on duty.

**THERE WILL BE NO EXAMPLIFY OR LAPTOP TROUBLE-SHOOTING ONCE AN EXAM HAS BEGUN. A STUDENT WHO EXPERIENCE TECHNICAL ISSUES WITH EXAMPLIFY OR A LAPTOP MUST IMMEDIATELY COMMENCE WRITING IN A BLUEBOOK.**

There should be silence during the examination. Under no circumstances while an exam is in session should you converse with any person other than the proctor or the associate dean for student affairs until the exam is completed and you have left the building.

Upon announcement of the completion of the examination period, students shall immediately cease all writing (even in mid-sentence).

Students must put their examination questions inside their completed blue books unless the professor instructs otherwise.

For Exemplify users, students must follow instructions provided for uploading exams in a timely fashion. Students may have assistance from the IT for problems with uploading. Students who have not uploaded an exam after one hour from the end of the exam will be referred to the associate dean for student affairs.

## 7. Post-Examination Procedures

Student must leave the building immediately after an exam so not to disturb other exams in progress.

At all times after the completion of each examination, students must refrain from discussing any examination or any part thereof with other students, whether or not they are students in the class.

## III. Procedures for Use of Computers

1. Students must comply with all requirements regarding the use of computers for exams. If a student misses a deadline, or otherwise does not comply with the rules, the student will not be allowed to take an exam on computer. **NO EXCEPTIONS** will be made to these policies. Exceptions to the established deadlines will be made only in cases of disability, and only when the disability or the procedures for accommodating the disability make compliance with the deadlines impossible.
2. All students must provide their computers. Students are also responsible for providing any necessary accessories, including, but not limited to, a/c adaptor, batteries, and extension cords.

## IV. Rescheduled Examination Procedures

1. Students who have been notified of a rescheduled examination due to an examination conflict (see I.2.) should report to the examination room indicated for that rescheduled examination in the letter of notification.
2. Students taking rescheduled examinations must sign a certification that they have not received any unauthorized information pertaining to the examination. A certification will be distributed to each student when the examination is distributed and must be returned to the dean's office upon completion of the examination.
3. Any student who finds what appears to be a mistake in the examination should immediately notify the associate dean for student affairs or the designated dean on duty.
4. After completing rescheduled examinations, students must not divulge information to other students regarding the examinations.

## V. Disseminating Grade Information

All grades are released by the Office of the Dean. Students may learn which grades have been posted by checking WebAdvisor  
Address: <https://webadvisor.utulsa.edu>

Course grade distributions are placed in the Mabee Legal Information Center.

## **APPENDIX B**

### **GUIDELINES FOR UPPER-LEVEL WRITING REQUIREMENT**

The purpose of the upper-level writing requirement at The University of Tulsa College of Law is to provide a meaningful upper-level writing experience. The upper-level writing requirement may be satisfied by taking a seminar or any other course with a substantial writing component approved by the dean.

The faculty of the College of Law expect each upper-level writing experience to require a student to i) analyze challenging legal issues of problems, ii) perform significant legal research, and iii) produce a well-organized, intelligible work product that meets professional standards.

The following guidelines have been approved by the faculty of the College of Law as suggested guidelines for all seminars.

It is not the intention of the faculty in approving the suggested upper-level writing requirement guidelines to interfere with the academic freedom of individual faculty members. The purpose of the guidelines is to help to provide some consistency in the writing experience offered to our students and to insure that the purposes underlying the upper class writing requirement are met.

#### **GUIDELINES**

1. Each student should be required to submit at least one preliminary draft of each written product produced.
2. Faculty members should provide significant feedback to students regarding the upper-level writing requirement. This feedback should include comments and suggestions concerning the students' drafts. The comments may be delivered orally and/or in writing.
3. Faculty members should be reasonably available to meet individually with students to review their draft or drafts, to suggest revisions, and to offer students an opportunity to ask questions.
4. For courses requiring a paper, a professor should require a paper of at least 12 pages (inclusive of footnotes or endnotes and bibliographical materials) for each hour of credit awarded.
5. If a professor requires more than one paper, the suggested page lengths apply to the aggregate number of pages of all of the final drafts of the papers submitted in the seminar.
6. A professor should require a paper or papers of 1) published quality, or 2) such quality as would pass as the work product of a reasonably skilled attorney who has exercised diligence in the preparation of the paper(s).
7. Course descriptions should indicate the nature of the written product that will be required.

8. The Associate Dean of Academic Affairs will assign faculty members to read a draft of law review or journal papers. The faculty member will receive the draft paper(s) six weeks prior to spring break and will have three weeks to provide feedback as set out in paragraph 2. The same faculty member will read the law review or journal articles(s) for approval of the upper-level writing requirement at the end of the semester, except that in the case of papers that the Energy Law Journal student editors would like considered for publication by the professional ELJ board, the end-of-semester review for seminar credit will be made by the ELJ faculty advisor rather than the faculty member who provided the initial review. The faculty member will have six weeks or two weeks per paper, whichever is longer. Alternatively, the student can have the option of working on revising the paper to the satisfaction of the professor.



## **APPENDIX C EXTERNSHIPS**

### **A. Overview**

The externship program at The University of Tulsa College of Law offers 2L and 3L students the opportunity to earn academic credit while gaining practical, live client experience in the field. Students must work in a legal setting under the direct supervision of a licensed attorney, judge or juris doctor otherwise qualified to supervise while also taking a contemporaneous academic course that provides the opportunity for reflection and additional substantive knowledge.

Type of placements eligible for approval include:

- Federal, state and tribal courts
- Law firms
- Government agencies
- Non-profit organizations
- Corporate legal departments and other companies

Full semester placements are available during the summers and/or the last semester preceding graduation.

### **B. Purpose**

A significant purpose of the externship program is to provide students with supervised educational experiences unavailable in the traditional law school setting. Externships allow students the opportunity to observe and hone a range of legal and professional skills in a practical setting augmented by classroom learning, including:

- Knowledge of the Law (researching and finding the law, knowing general substantive and procedural law, and developing subject-matter expertise)
- Marshalling Information (fact finding, questioning and interviewing, collecting and reviewing documents, e-discovery, and organizing and categorizing information)
- Analysis (critical review, reasoning, problem solving, understanding and discerning relevant facts, understanding substantive and procedural legal issues, and applying the law to the facts)
- Legal Expression (persuasive or objective oral and written communication of analysis, positions, opinions, arguments, and recommendations)
- Practice Skills (executing practice-specific tasks such as, in litigation, taking depositions, arguing motions, and trial tactics; or, in transactional work, negotiating, drafting agreements, conducting due diligence, and counseling clients)
- Professionalism (maintaining integrity and honesty, diligence, civility, ethics, diversity, and mistake management)
- Client Service (building client relationships, understanding the client's business, interests, and needs, providing advice and counsel, and building trust)
- Leadership (communicating, influencing others, creative problem solving, collaborating, building consensus, envisioning, planning, and mentoring)

- Management (communicating, giving feedback, planning and implementing tasks, organizing and managing one’s own work, working effectively as part of a team, organizing and managing others, and running the “business” side of the practice of law)
- Business Development (developing strategic relationships, networking, and marketing your office)

The key professional development tools for acquiring these competencies are work experience, feedback and evaluation, mentoring and coaching, and training.

### **C. Eligibility and Requirements**

1. Students who wish to earn academic credit through an externship must meet the following criteria:
  - Successfully complete 28 credits toward the law degree before participating in an externship and have a 2.0 or higher GPA; however, supervisors may impose other or additional co- or prerequisites and GPA requirements;
  - Agree not to work on a paid or unpaid basis in a law-related position while participating in an externship if doing so could create conflicts of interest or confidentiality problems that would violate the letter or the spirit of the Oklahoma Rules of Professional Conduct (see Appendix 3-A: Oklahoma Rules of Professional Conduct.)
2. Students must work 45 hours for each credit hour for which they are enrolled. Externships are subject to academic credit hour limits, as follows:
  - Minimum Externship Credit Hours: 2
  - Maximum Legal Externship Credit Hours: 12
  - Subject to the maximum limit of 12 academic credit hours that can be earned in non-classroom courses which includes Advocacy Competitions, Law Journals, Externships or any other Internship in which academic credit is granted.
3. To successfully complete the course, students must:
  - Complete reflective exercises at the direction of the Professor and/or the Externship Director, including but not limited to time sheets, journals, presentations and reflective papers;
  - Regularly attend and complete all requirements of the course component of the externship, unless the student has completed it during a previous academic term. Remote online connection for the course component is allowed subject to approval by the Externship Director for students placed outside of the Tulsa Metropolitan Area; and
  - Obtain a passing grade to be determined by the Professor of the course component (grades are assigned on Pass/Fail basis).

### **D. Supervision**

The student must be supervised by a judge, licensed attorney or juris doctor otherwise qualified to supervise who has been actively engaged in the profession for at least five (5) years. If the supervising attorney is a staff member of a recognized legal aid program, public defender program, district attorney office, municipal attorney office, the Attorney General of the State of Oklahoma, or office of any other government agency, that attorney must have been actively engaged in the practice of law for at least two (2) years.

Because students pay tuition for each unit, law schools and the ABA expect the highest standards of teaching and oversight from an externship supervisor. Supervisors must:

- Assign projects with clear deadlines and provide on-going guidance for managing the workload;
- Provide specific, individualized, and timely feedback on each assignment;
- Review and sign weekly timesheets and complete written mid-semester and end-of-term evaluations of the student's work performance;
- Assign the same kind of work that would be assigned to a paid law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills and professional activities;
- Administrative work should be kept to a minimum;
- Provide opportunities for the student to observe court proceedings, client/staff/strategy meetings, and/or other appropriate and timely professional events;
- Oversee the student's workload so that it does not exceed the student's enrolled credit hours;
- Participate in a site visit with a College of Law Representative, to be scheduled at a mutually agreeable time, to ensure that the supervisor is providing an appropriate level and quality of skills training in a professional environment;
- Maintain regular contact with the Director to assure the quality of the student educational experience, including the appropriateness of the supervision and the student work; and
- Notify the Director of any issues that may arise;
- Complete a written understanding among the student, faculty member, and supervisor ("Agreement") each semester provided by, and as part of, the student's application outlining the above requirements.

Externs are expected to follow directions and complete assignments as instructed, seek clarification and advice in a timely fashion, and comport themselves with professionalism and integrity.

### **E. Monitoring**

During the semester, the Director of the Externship Program shall monitor each externship to determine:

- Whether the extern is receiving the educational experiences and supervision listed under sections B and D above. All externs are required to complete a midterm evaluation and final evaluation with the Director regarding their placements; and
- Whether the extern is performing his/her assigned responsibilities. Supervisors will complete a midterm evaluation and final evaluation regarding each extern and submit to the Director.

Additionally, the Director may conduct periodic site visits to ensure an appropriate level and quality of skills training is being provided to each extern.

### **F. Securing an Externship**

The Externship Director will work with each student individually to assist in obtaining an appropriate and approved externship. Additionally, informational sessions are offered each semester allowing students to learn about the various opportunities available, as well as the application process. There are three ways to secure an externship:

- Students may select from a wide variety of externship opportunities that are available each semester. All externships are posted for review and application on through the PDO's designated online site, and students may apply for more than one externship to ensure a placement. Placements can be found by searching for "Externships for Credit" through a designated online site approved by the Externship Director. Applications are collected in the fall semester for spring placements and in the spring semester for summer and fall placements. The College of Law will prepare resume packets and send them to participating extern supervisors for review and consideration.
- Students may secure their own externship placement and submit all required application documents for consideration and approval by the Director.
- Students may work individually with the Director to create and secure an externship based on the student's specific interests and geographic preferences. Students may request an individual appointment with the Director at any time to discuss possible externship opportunities.

### **G. Application Procedure**

1. After having secured an externship with an eligible supervisor, the student must submit the following documents to the Director for approval:
  - Current Resume
  - Student Application for Externship (completed by student)
  - Extern Supervisor and Extern Agreement (completed by student and supervisor)
  - Statement of Educational Goals (completed by student and supervisor)
2. If the supervisor has not previously been approved by the College of Law, the potential supervisor must also submit the following document to the Director for approval:
  - Request for Approval of Student Extern Supervisor
3. All externships must be approved by the last day of class of the preceding semester before finals commence. Once the externship has been approved by the Director, the student will be automatically enrolled in the appropriate externship course for credit. Students are not allowed to enroll themselves in externship courses.

**APPENDIX D**  
**NATIVE AMERICAN LAW CONCENTRATION**

*Approved by the Faculty on 12/20/2019*

1. Required course: LAW 5553 Federal Indian Law
2. In-depth research requirement: This requirement may be satisfied by one of the following:
  - a. Completion of a paper in a seminar on a Native American or Indigenous Law topic that is approved for J.D. credit by the College of Law.
  - b. Completion of a paper in a seminar that is approved for J.D. credit by the College of Law if the topic of the seminar is not Native American or Indigenous Law, provided the paper topic is on Native American or Indigenous Law and the paper topic has been pre-approved by the seminar instructor and the Native American Law Concentration advisor.
  - c. Completion of a casenote or comment on a Native American or Indigenous Law topic as a member of the *Tulsa Law Review* or the *Energy Law Journal*. The casenote or comment must be pre-approved by the Native American Law Concentration advisor.
  - d. Selection for and participation on a national team for the National Native American Law Student Association Moot Court Competition. Students must enroll in LAW 5842 Advanced Competition and earn two credits for this participation. See Section I.A.6.f (Interscholastic Competitions) of the Policies and Regulations of the College of Law for the requirements for earning two credits in a competition.
  - e. A two-credit Independent Research project that includes a law review quality research paper on a topic in Native American or Indigenous Law. The research paper topic must be pre-approved by the Native American Law Concentration advisor. This option may be used to satisfy the in-depth research requirement only if a student, through no fault of the student, is unable to satisfy this requirement by any of the other available options and the student is otherwise eligible to enroll in LAW 5862 Independent Research, as set forth in Section I.A.5 (Independent Research) of the Policies and Regulations of the College of Law.
3. Two additional courses or seminars in Native American or Indigenous Law, which may include:
  - a. Courses or seminars on Native American or Indigenous Law (other than a seminar used to satisfy the in-depth research requirement) that have been approved for J.D. credit by the College of Law. These currently include:  
LAW 5523: Native American Natural Resources Law  
LAW 6923: DL Indian Gaming

- b. One graduate-level course that is related to Native American or Indigenous Law from another college or program at The University of Tulsa. This course will count toward the six credits that students are allowed to take for J.D. credit from other TU colleges. The course must be pre-approved by the Native American Law Concentration advisor, and the student must otherwise be eligible to apply a non-Law course toward the J.D. degree and follow instructions for approval of the course, as set forth in Section I.A.8 (University Credit) of the Policies and Regulations of the College of Law. Only one such graduate-level course may be used to satisfy the course requirement.
  
- c. One Externship in Native American or Indigenous Law. The Externship must be pre-approved by the Native American Law Concentration advisor and must otherwise comply with the requirements of Appendix C (Externships) of the Policies and Regulations of the College of Law. Only one Externship may be used to satisfy the course requirement.

A student must declare the Native American Law Concentration to the concentration advisor and the Associate Dean for Student Affairs no later than the semester prior to the semester in which the student intends to graduate.

Students meeting the requirements of the Native American Law Concentration will receive a document signed by the concentration advisor and the Dean of the College of Law at the time of graduation.

## APPENDIX E

### SUSTAINABLE ENERGY & RESOURCES LAW (SERL) CONCENTRATION

Approved by the Faculty on 2/14/20

1. Required course: LAW 5213 Administrative Law or LAW 6082 State Administrative Law
  2. In-depth research requirement: This requirement can be satisfied by one of the following:
    - a. Completion of a paper in a seminar on a SERL topic that is approved for J.D. credit by the College of Law, including LAW 5972 Seminar: Environmental Public Health Law.
    - b. Completion of a case note on a SERL topic as a member of the *Energy Law Journal*, or completion of a case note or comment on a SERL topic as a member of the *Tulsa Law Review* with the approval of the SERL Concentration advisor.
    - c. A two-credit Independent Research project that includes a law review quality research paper on a SERL topic. The research paper topic must be pre-approved by the SERL Concentration advisor. This option may be used to satisfy the in-depth research requirement only if a student, through no fault of the student, is unable to satisfy this requirement by any of the other available options and the student is otherwise eligible to enroll in LAW 5862 Independent Research, as set forth in Section I.A.5 (Independent Research) of the Policies and Regulations of the College of Law.
  3. At least two additional courses or seminars on a SERL topic, which may include:
    - a. Courses or seminars on a SERL topic (other than a seminar used to satisfy the in-depth research requirement) that have been approved for J.D. credit by the College of Law. In addition to the seminar listed above, these currently include:
      - LAW 5753 Basic Oil and Gas
      - LAW 5603 Advanced Oil and Gas
      - LAW 5093 Energy Regulation
      - LAW 5523 Native American Natural Resources Law
      - LAW 5763 Natural Resources and Environmental Law on Federal Lands
      - LAW 5543 Water Law
      - LAW 5443 Environmental Law
      - LAW 6152 Climate Change
- Courses on a SERL topic that are not listed above but have been previously taken, with the exception of LAW 6701 (ELJ) Year-In-Review Regulatory Research, will satisfy 3.a.

- b. One graduate-level course that is related to a SERL topic from another college at The University of Tulsa. This course will count toward the six credits that students may take for J.D. credit from other TU colleges. The course must be pre-approved by the SERL Concentration advisor, and the student must otherwise be eligible to apply a non-Law course toward the J.D. degree and follow instructions for approval of the course, as set forth in Section I.A.8 (University Credit) of the Policies and Regulations of the College of Law. Only one such graduate-level course may be used to satisfy the course requirement.
  
- c. One Externship in a SERL field. The Externship must be pre-approved by the SERL Law Concentration advisor and must otherwise comply with the requirements of Appendix C (Externships) of the Policies and Regulations of the College of Law. Only one Externship may be used to satisfy the course requirement.

A student must declare the SERL Law Concentration to the concentration advisor and the Associate Dean for Student Affairs no later than the semester prior to the semester in which the student intends to graduate.

Students meeting the requirements of the SERL Concentration will receive a document signed by the concentration advisor and the Dean of the College of Law at the time of graduation.



**APPENDIX F**  
**HEALTH LAW CONCENTRATION**

*Approved by the Faculty on 12/20/2019*

1. Required course:

LAW 6083 Medical Malpractice & Health Care Liability

2. In-depth research requirement: This requirement may be satisfied by one of the following:

- a. Completion of a paper in one of the following seminars or a seminar on a Health Law topic that is approved for J.D. credit by the College of Law:

LAW 5972 Seminar: Law, Ethics & the Business of Medicine

LAW 5972 Seminar: Bioethics & the Law

LAW 5972 Seminar: Environmental Law & Public Health

- b. Completion of a casenote or comment on a Health Law topic as a member of the Tulsa Law Review or the Energy Law Journal. The casenote or comment must be pre-approved by the Health Law Concentration advisor.

- c. Selection for and participation on a national team for the National Health Law Moot Court Competition. Students must enroll in LAW 5842 Advanced Competition and earn two credits for this participation. See Section I.A.6.f (Advanced Competitions) of the Policies and Regulations of the College of Law for the requirements for earning two credits in a competition.

- d. A two-credit Independent Research project that includes a law review quality research paper on a topic in Health Law. The research paper topic must be pre-approved by the Health Law Concentration advisor. This option may be used to satisfy the in-depth research requirement only if a student, through no fault of the student, is unable to satisfy this requirement by any of the other available options and the student is otherwise eligible to enroll in LAW 5862 Independent Research, as set forth in Section I.A.5 (Independent Research) of the Policies and Regulations of the College of Law.

3. Two additional courses or seminars in Health Law, which may include:

- a. Courses or seminars on Health Law (other than a seminar used to satisfy the in-depth research requirement) that have been approved for J.D. credit by the College of Law. In addition to the seminars listed above, these currently include:

LAW 6072: Forensic Psychology in Civil & Criminal Law

LAW 5342: Social Security Disability Law

LAW 6172/3: Introduction to Veterans Law

- b. One graduate-level course that is related to Health Law from another college at The University of Tulsa. This course will count toward the six credits that students may take for J.D. credit from other TU colleges. The course must be pre-approved by the Health Law Concentration advisor, and the student must otherwise be eligible to apply a non-Law course toward the J.D. degree and follow instructions for approval of the course, as set forth in Section I.A.8 (University Credit) of the Policies and Regulations of the College of Law.

Only one such graduate-level course may be used to satisfy the course requirement.

- c. One Externship in Health Law. The Externship must be pre-approved by the Health Law Concentration advisor and must otherwise comply with the requirements of Appendix C (Externships) of the Policies and Regulations of the College of Law. Only one Externship may be used to satisfy the course requirement.

A student must declare the Health Law Concentration to the concentration advisor and the Associate Dean for Student Affairs no later than the semester prior to the semester in which the student intends to graduate.

Students meeting the requirements of the Health Law Concentration will receive a document signed by the concentration advisor and the Dean of the College of Law at the time of graduation

**APPENDIX G**  
**IMMIGRATION LAW CONCENTRATION**

*Approved by the Faculty on 11/20/2020*

1. Required courses:\*

LAW 6063 Immigration Law  
LAW 6886 Immigrant Rights Project

\*The Immigration Law Concentration advisor may grant permission for another LAW course to be substituted for one of the above courses.

2. In-depth research requirement: This requirement may be satisfied by one of the following:

- a. Completion of a paper in one of the following seminars or a seminar on an Immigration Law topic that is approved for J.D. credit by the College of Law:

**LAW 5972 Seminar: Immigration Law and Policy**

- b. Completion of a case note or comment on an Immigration Law topic as a member of the Tulsa Law Review or the Energy Law Journal. The case note or comment must be pre-approved by the Immigration Law Concentration advisor.
- c. A two-credit Independent Research project that includes a law review quality research paper on a topic in Immigration Law. The research paper topic must be pre-approved by the Immigration Law Concentration advisor. This option may be used to satisfy the in-depth research requirement only if a student, through no fault of the student, is unable to satisfy this requirement by any of the other available options and the student is otherwise eligible to enroll in LAW 5862 Independent Research, as set forth in Section I.A.5 (Independent Research) of the Policies and Regulations of the College of Law.

3. One additional course or seminar in Immigration Law, which may include:

- a. Courses or seminars on Immigration Law (other than a seminar used to satisfy the in-depth research requirement) that have been approved for J.D. credit by the College of Law. In addition to the seminars listed above, these currently include:

LAW 5962 Advanced Immigrant Rights Project  
LAW ##### International Asylum and Refugee Law

LAW 5972 Seminar: Immigration Law and Policy (if not used to satisfy the research requirement above).

- b. One course that is related to Immigration Law from another college at The University of Tulsa. This course will count toward the six credits that students may take for J.D. credit from other TU colleges. The course must be pre-approved by the Immigration Law Concentration advisor, and the student must otherwise be eligible to apply a non-Law course toward the J.D. degree and follow instructions for approval of the course, as set forth in Section I.A.8 (University Credit) of the Policies and Regulations of the College of Law. The courses from which students may choose include but are not limited to:

ANTH 6273 Archaeology and History of the African Diaspora

SPAN 4403 U.S. Latinos on Film

ANTH 4093 Anthropology of Globalization

POL 3383 Human Rights in International Politics and Law

SOC 3193 Global Trends

POL 3603 International Human Rights Atrocities: Politics, Law and Justice

- c. One Externship in Immigration Law. The Externship must be pre-approved by the Immigration Law Concentration advisor and must otherwise comply with the requirements of Appendix C (Externships) of the Policies and Regulations of the College of Law. Only one Externship may be used to satisfy the course requirement.

- d. LAW 5213 Administrative Law

- 4. A student must declare the Immigration Law Concentration to the concentration advisor and the Associate Dean for Student Affairs no later than the semester prior to the semester in which the student intends to graduate. Students meeting the requirements of the Immigration Law Concentration will receive a document signed by the concentration advisor and the Dean of the College of Law at the time of graduation.

## **APPENDIX H PREREQUISITE COURSES**

1. The following courses have prerequisites as shown; however, individual faculty members, in consultation with the associate dean for academic affairs, have discretion to add or delete prerequisites to the courses they teach. Students are advised to consult the semester course descriptions for prerequisite information. Generally, except for selected electives for first year students, completion of required courses for first year full-time students (see Part IV.4.) is mandatory before taking other elective courses.

### Course Prerequisites:

Administrative Law – Constitutional Law I  
Advanced Family Law Practicum- Family Law  
Advanced Legal Research – Legal Writing I, II, and III  
Advanced Torts – Torts  
Health Law – Torts  
Advanced Trial Practice – Trial Practice  
Bioethics – Torts  
Community Advocacy Clinic – Professional Responsibility, Evidence  
Conflict of Laws: International and Domestic – Civil Procedure, Civil Procedure II, Constitutional Law I  
Corporate Finance – Basic Corporate Law  
Decedents’ Estates and Trusts – Property  
Electronic Discovery Practicum – Civil Procedure I  
Estate Planning –Property  
Evidence Workshop – Evidence  
Family Law – Civil Procedure II  
Immigrants’ Rights Project, Boesche Legal Clinic – Professional Responsibility  
Legal Intern – Civil Procedure I & II; Professional Responsibility, Evidence  
Federal Courts – Civil Procedure I & II; Constitutional Law I  
Real Estate Transactions – Property  
Sex Crimes – Criminal Law  
Selling and Leasing of Goods - Contracts  
Trial Practice – Evidence; Civil Procedure I; Civil Procedure II

2. The faculty considers it advisable for a student to have taken the following suggested courses before enrolling in the courses as shown; however, course descriptions for particular courses should be consulted.

### Suggested Course Prerequisites

Creditors’ Rights and Bankruptcy – Secured Transactions  
Decedents’ Estates and Trusts – Property  
Environmental Law – Administrative Law

Expert Evidence - Evidence

Forensic Psychology in Civil & Criminal Law – Criminal Law

Law Office Management – Professional Responsibility

Remedies – Contracts, Torts, Civil Procedure I

Taxation of Estates, Trusts and Gifts – Decedents' Estates and Trusts

**APPENDIX I**  
**CONCURRENT ENROLLMENT IN LAW AND OTHER GRADUATE PROGRAMS**

Students may enrich their learning by pursuing another graduate degree from The University of Tulsa while pursuing the J.D. degree. The College of Law will count nine credit hours of the other graduate degree program toward the J.D. degree; up to nine credit hours of Law courses will count toward the other graduate degree, provided that graduate program is willing to double count hours. The J.D. student should consult with advisors from the College of Law and the other graduate degree program to determine which courses can double count.

A J.D. student can apply to the other graduate program at any time, but would generally apply during the student's second semester of law school. Admission to the J.D. program does not guarantee admission to the other graduate program; the student must meet all admission requirements of the other graduate program.

## **APPENDIX J**

### **GUIDELINES FOR SATISFACTION OF UPPER LEVEL WRITING REQUIREMENT BY STUDENT LAW JOURNAL ARTICLES**

In order to comply with ABA Standards, student articles prepared by students on the staffs of *Tulsa Law Review* and *Energy Law Journal* may receive credit sufficient to meet the upper level writing requirement upon the satisfaction of the following requirements: 1) the obtaining of a Certificate of Participation from the *Tulsa Law Review* or *Energy Law Journal* and 2) the approval of the student article for seminar credit by a faculty member.

The requirements for obtaining the Certificate of Participation are described in the governance documents for the *Tulsa Law Review* and the *Energy Law Journal*, respectively.

The standard for approval of the student article for a seminar credit by a faculty member is whether the student article would satisfy the seminar requirement and warrant seminar credit in a seminar class. It is not necessary for the student article to actually have been published or accepted for publication in order to satisfy this standard.

The Academic Dean should establish a date each semester by which students must submit student articles that they wish to have reviewed the following summer or semester for seminar credit. Articles submitted will then be apportioned out to faculty who are not on sabbatical the following semester, including faculty with administrative appointments, on an equal basis. Assignments to read student journal or law review articles for seminar credit will be coordinated by the Academic Dean's office. However, if *Energy Law Journal* articles are reviewed for seminar credit by the *Energy Law Journal* faculty advisor as part of the internal system adopted by SERL and that journal, *ELJ* articles will not be distributed as part of that pool and the faculty advisor or SERL faculty reading *ELJ* articles for seminar credit approval would not be required to read articles from the other journals.

Students must submit a law review or journal article or articles (if one paper is less than twenty-four pages) for consideration for seminar credit by the date established by the Academic Dean during any semester after which they have at least two full remaining semesters prior to the date they expect to graduate. Each faculty member assigned to read law review or journal articles for approval for seminar credit will then have six weeks or two weeks per paper, whichever is longer, following the submission to read the article(s) and make a determination regarding whether the article(s) should be approved for seminar credit. The faculty reader informs the Associate Dean's office of approval/disapproval of the student's article. The Associate Dean contacts the student of approval/disapproval in writing, copying the faculty journal advisor and registrar. In the event that the faculty member determines that the article does not qualify for seminar credit, the reviewing faculty member shall provide detailed feedback, and the student shall be provided a reasonable opportunity to bring his paper up to a standard where it would qualify for seminar credit, with a deadline determined by the faculty reviewer and the faculty advisor of the journal involved. The ultimate decision as to whether the paper qualifies for seminar credit will be made by the faculty reviewer. Alternatively, the student would have at least one remaining semester in which to enroll in a seminar class to fulfill the seminar requirement.



## **APPENDIX K STUDENT COMPLAINTS**

The University of Tulsa is accredited by the American Bar Association. The ABA Standards for the approval of law schools can be accessed on the American Bar Association's website at [http://www.americanbar.org/groups/legal\\_education/resources/standards.html](http://www.americanbar.org/groups/legal_education/resources/standards.html)

In its effort to support an environment of civility and freedom to express concerns and complaints, the College of Law maintains a complaint policy in accordance with Appendix K of the college's Policies and Regulations and pursuant to ABA Standard 510. The below information reflects the procedure for filing and addressing complaints, appeal rights and applicable timelines.

### **Filing a Complaint**

Any student who has a student concern, question or complaint may utilize the Student Complaint Form. Depending upon the nature of the matter, students also have the option to directly contact the Associate Dean for Student Affairs via email or by scheduling an in-person meeting.

#### General Concerns

For complaints that do not allege a significant problem with a specific ABA standard, students may complete the student complaint form located on the College of Law website at

<https://bulletin.utulsa.edu/content.php?catoid=38&navoid=2106>

or directly contact the Associate Dean for Student Affairs. Information collected by the form includes the following:

1. Name
2. Contact information including home mailing address, email address and best phone number by which the student may be reached.
3. Date
4. Time
5. Place
6. The description must contain sufficient details to permit the Associate Dean for Student Affairs to investigate the matter. Sufficient details must include a description of the circumstances, problem, behavior, incident, program, process or other matter that is the subject of the complaint.

#### ABA Standard 510 Complaint

Interpretation 510-1 defines a "complaint" as a communication in writing that seeks to bring to the attention of the law school a significant problem that directly implicates the school's compliance with the Standards. If the complaint relates to a significant problem which directly implicates the College of Law's program of legal study, the student must submit the above referenced Student Complaint Form. In addition to providing items 1-6 above, complainants must also provide the following:

7. How the matter implicates the law school program's compliance with ABA Standard(s) and;
8. The specific ABA standard(s) at issue

### **Investigation and Resolution of Standard 510 Complaints**

1. The Associate Dean of Students will acknowledge receipt of a complaint within seven (7) days.
2. Within two weeks (14 days) of acknowledgment of the complaint, the Associate Dean for Student Affairs will provide a substantive response, either in person or in writing, to the student indicating any action the

College of Law is taking to address the matter or any further investigation by the College of Law into the matter.

NOTE: For general concerns, the Associate Dean for Student Affairs will acknowledge receipt of Student Complaint Form. Within two weeks of acknowledgement of the student concern or question, the Associate Dean shall advise the student(s) of any action the College of Law is taking to address the matter.

#### **Appeal of Decision Regarding Standard 510 Complaint**

1. Within 10 days of being advised of any action the College of Law is taking to address the matter, the student may appeal that decision to the Dean of the College of Law.
2. The decision of the Dean shall be final.

#### **Maintaining a Record of Student Complaints and Resolution of Complaints**

Complaints and a summary of the process and resolution of the complaint shall be maintained both digitally and via hard copy in the College of Law Office of Student Affairs for a period of ten years after the date of final resolution.

#### **Anonymous Complaints**

Student complainants who wish to remain anonymous may leave personal identification fields on the form blank. However, doing so will preclude the College of Law from providing information to the complainant regarding investigation and resolution, as well as prevent any avenue of possible appeal.

#### **Non-Retaliation**

The College of Law will not retaliate against any person who files a complaint under this policy. Nor will the law school permit any faculty member, student, administrator, or employee to do so.

**APPENDIX L**  
**EXCHANGE PROGRAM WITH UNIVERSITY COLLEGE DUBLIN SCHOOL OF LAW**  
**POLICIES AND PROCEDURES**

**Policies and Procedures**

In November 2012, The University of Tulsa College of Law (TU) entered into a five-year agreement for a reciprocal student exchange with the University College Dublin, National University of Ireland, School of Law (UCD). Pursuant to the terms of this agreement, TU College of Law may send up to four students per academic year to study at UCD for one semester each, and UCD may send TU either undergraduate or graduate students for up to four semester spots (i.e., up to two students for an entire academic year or up to four students for a semester).

**I. Educational Objectives**

The exchange program will enable the College of Law to offer TU students who attend UCD with expanded curricular opportunities, particularly in the fields of European Union Law, International Human Rights, International Intellectual Property and Information Technology, and International Commercial Law, which will benefit students interested in an international business practice or a career with a human rights organization. Criminal Justice is another area of specialization at UCD, and UCD's extensive course offerings would benefit TU students who desire the opportunity for greater comparative and theoretical exploration of the field of criminal law. As one of the top law schools in the Republic of Ireland, UCD also provides an excellent opportunity for the comparative study of Irish law.

The exchange agreement also provides TU students with the possibility of completing a portion of the course work necessary to obtain an LL.M. from UCD during the exchange semester.

For the bulk of our law students, however, the primary benefit of the exchange program will be an academic experience on TU's campus that is enriched by the enrollment of Irish law students in courses at TU, and the professional, cultural, and personal opportunities that are nourished by such interaction.

**II. Policies and Procedures for TU Students who Study at UCD School of Law**

*A. Selection Process.*

*1. Eligibility.* To be eligible for nomination as an exchange student at UCD, an applicant must:

(a) be a student in good academic and disciplinary standing at TU College of Law who is enrolled in the Juris Doctor program and who has successfully completed at least 42 hours of credit towards the Juris Doctor Degree;

(b) receive a positive recommendation from the Assistant Dean of Students from the College of Law; and

(c) have at least one semester of course work remaining to be completed on campus at TU College of Law after returning from his or her semester of study at UCD.

2. *Process.* No later than March 15th (for a fall semester exchange) or September 15th (for a spring semester exchange), students wishing to be considered for selection as an exchange student at UCD School of Law must submit to the Director of Study Abroad for the College of Law the following:

(a) a resume;

(b) a current copy of the student's TU transcript;

(c) a copy of the recommendation from the Assistant Dean of Students, and

(d) a 1-2 page letter stating the student's goals and reasons for interest in the exchange program and describing any significant international experience (such as military, peace corps, employment, schooling or other study abroad, other living experiences in a foreign country, foreign language skills) and any extensive academic training in international relations, international business, or related fields.

The TU nominees for a position as an exchange student will be selected by the Director of Study Abroad and the Associate Dean for Academic Affairs within one week of the deadline for submission. The names of the selected nominees will be forwarded to the TU's Center for Global Exchange (CGE) and then to the Law Exchange Coordinator at UCD School of Law, and the selected nominees will then be contacted by CGE and by UCD with full instructions regarding how to complete the CGE and UCD applications online and submit the required documentation to CGE and UCD (including a current transcript to UCD). UCD requires that online applications to study at UCD School of Law for the fall semester must be completed by May 15<sup>th</sup> and those for the spring semester must be completed by October 15th. Pursuant to the terms of the agreement between TU and UCD, each school reserves the right to reject candidates for the exchange.

#### *B. Academic Advising, Course Selection, Grading, and Credit.*

1. *Academic Advising.* The TU Director of Study Abroad, the TU Assistant Dean of Students, the Law Exchange Programme Coordinator at UCD, and selected faculty at UCD will be available to TU students enrolled at UCD for academic advising.

2. *Courseload and Schedule.* Courses in UCD School of Law are offered in modules of either 5 or 10 credits under the European Credit Transfer (ECT) System. Undergraduate law course modules are worth 5 ECT credits. Most graduate level law course modules are worth 10 ECT credits, although some are offered for only 5 ECT credits. UCD considers 30 ECT credits a full courseload for a semester, but it permits international exchange students to register for fewer than 30 credits per semester.

TU law students may enroll in either 25 or 30 credits during their semester at UCD. TU students must obtain approval of their UCD academic course schedule, which will be evaluated based on the student's individual goals and needs, from TU's Director of Study Abroad and from the TU Assistant Dean of Students prior to the commencement of classes at UCD. TU students may enroll in undergraduate or graduate law classes at UCD, and their enrollment in any individual course is subject

to availability and any prerequisites or other requirements governing admission to specific courses or seminars at UCD.

Changes in enrollment at any class taken at UCD must be approved by TU's Director of Study Abroad and the TU Assistant Dean of Students and shall otherwise be governed by Section II.B. of The University of Tulsa College of Law Policy and Regulations, with the following exception. Enrollment periods shall be calculated based on the first day of classes at UCD and withdrawal periods under Section II.B. shall be calculated based on the start of classes at UCD rather than the TU academic calendar. The exchange program shall not be regarded as a "study abroad program" for purposes of Section II.B. or any other section of the College of Law Policies and Regulations.

*3. Grading and Credit.* TU Students will be examined and graded as are all other students at UCD. The provisions of Section VII A. and B. and Appendix A of The University of Tulsa College of Law Policy and Regulations shall not apply to examinations and grades in course modules at University College Dublin (UCD) in which a student is enrolled as part of the Exchange Program. TU students participating in the exchange will be examined and graded in accordance with the policies established by the University College Dublin School of Law.

In order to receive academic credit at TU for course work completed at UCD, TU students are responsible for completion of any paperwork and payment of any fees necessary to have a certified copy of their UCD transcript forwarded to the registrar at the College of Law.

TU will award credit on an honors/pass/fail basis for course work at UCD. For every module in which a TU student receives a grade of C- or better at UCD, TU will award one US credit hour per two ECT credits, rounded up. Thus, a TU student who successfully completes 25 ECT credits (earning a grade of C- or better in each module) will earn 13 credit hours at TU; and a TU student who successfully completes 30 ECT credits will earn 15 credit hours at TU.

For UCD course modules in which a TU student receives a grade of B or higher, the student will receive a grade of H (honors) on the student's TU transcript. For UCD course modules in which a TU student receives a grade between C- and B-, a grade of P (pass) will be recorded on the student's TU transcript. UCD grades below C- will be recorded as a grade of F (fail) on the student's TU transcript.

Hours of academic credit for course work performed during the exchange program at UCD shall not be utilized in computing a student's GPA at the College of Law.

### *C. Orientation.*

TU students who participate in the exchange program at UCD must complete an on-campus orientation program conducted by the Director of Study Abroad at the College of Law, in addition to any orientation sessions conducted by the TU Center for Global Education and any orientation that is provided by UCD for exchange or international students that the student is invited to attend.

### *D. Applicable Rules and Policies.*

TU students studying at UCD will be expected to abide by all honor codes, regulations, and policies at UCD that are applicable to other UCD students. Any breach of UCD rules will be dealt with

in accordance with the established policies and procedures of UCD. TU students are also expected by TU to regularly attend all course sessions at UCD, as required by ABA standards.

TU students are subject to the University of Tulsa College of Law Honor Code and Code of Student Conduct during their semester at UCD. All of the provisions of The University of Tulsa College of Law Honor Code shall apply, except that any honor code hearing that might otherwise be required during the semester that the TU student is studying in Dublin will not be convened earlier than two weeks after the student's return to the United States or two months after the end of the semester at UCD in which the student is enrolled, whichever is earlier.

Except as otherwise provided in this Appendix, the University of Tulsa College of Law Policy and Regulations apply to students who participate in the Exchange Program with UCD.

TU exchange students must apply for and satisfy the immigration requirements for their journey to and from the Republic of Ireland. They must register with the U.S. consulate upon their arrival in the Republic of Ireland. They are obliged to provide the registrar at the College of Law and the Director of Study Abroad at the College of Law with their postal, e-mail, and other addresses upon their arrival in Ireland and registration at UCD.

#### *E. Tuition and Fees.*

TU students participating in the exchange program with UCD shall pay tuition and fee charges to the University of Tulsa, as set out in the annual announcements of the College of Law, at the full-time tuition rate charged by the University of Tulsa for study at TU College of Law for the semester in which the TU student is studying at UCD. TU students will be exempt from paying tuition and related fees to UCD for the semester in which they are participating in the exchange program.

Each student participating in the exchange will be responsible for arranging the necessary visa and covering the cost of accommodation, international travel, travel in or outside of the host country during the semester, books, equipment, consumables, and other incidental expenses arising out of the exchange.

TU students participating in the exchange program will also be required to purchase health insurance for students studying abroad through the Cultural Insurance Services International or other provider designated by TU for coverage during the student's participation in the program.

All of the provisions of Section III of The University of Tulsa College of Law Policy and Regulations shall apply to TU students studying at UCD through the exchange program. If a TU student should withdraw from the exchange program, the refund of tuition paid to TU by TU students participating in the exchange program will be governed by the schedule set forth in Section III.C. of the University of Tulsa College of Law Policy and Regulations, in accordance with the University of Tulsa academic calendar for that semester.

### **III. Policies and Procedures for UCD Students who Study at TU College of Law**

#### *A. Selection Process*

*1. Eligibility.* UCD students who study at The University of Tulsa College of Law (TU College of Law) through the exchange program must be:

- (a) a law student in the third or fourth year of the student's undergraduate studies or a graduate LL.M. student in the University College Dublin School of Law;
- (b) a student in good academic and disciplinary standing at University College Dublin; and
- (c) nominated to participate in the exchange program with TU College of Law by the University College Dublin School of Law, through a selection process deemed appropriate by UCD School of Law.

*2. Process.* After the Director of the Study Abroad at The University of Tulsa College of Law receives the names and contact information of the UCD nominees from the Law Exchange Programme Coordinator or other designated faculty member or administrator of the University College Dublin School of Law, UCD nominees will be contacted with full instructions regarding how to apply for a semester or an academic year through the exchange program with the Center for Global Education at The University of Tulsa. Copies of all application documentation with the Center for Global Education should be copied to the Director of Study Abroad of the College of Law, who will forward it to the appropriate administrators in the College of Law.

Applications from UCD students applying to study at TU College of Law for the fall semester or for a full academic year must be completed by the end of May. Applications from UCD students applying to study at TU College of Law for the spring semester must be completed by the end of October.

Pursuant to the terms of the agreement between TU College of Law and UCD, each school reserves the right to reject candidates for the exchange.

Admitted applicants must provide proof of immunizations required for college students by Oklahoma state law.

#### *B. Academic Advising, Course Selection, Grading, and Credit.*

*1. Academic Advising.* The TU College of Law Director of Study Abroad and the TU Associate Dean of Students will be available to UCD students enrolled at TU College of Law for academic advising, in addition to any advising that may be provided by faculty or administrators at UCD.

*2. Course load and Schedule.* UCD students should pursue an academic program developed in consultation with their home institution. UCD students are permitted to enroll in any courses at TU College of Law that would be available to TU College of Law Juris Doctor or LL.M. students, and they may also enroll in courses in other colleges at The University of Tulsa that are appropriate for their academic program. UCD students must comply with prerequisites or other requirements governing admission to specific courses or seminars at the University of Tulsa. The University of Tulsa College of

Law will use its best effort to ensure that the UCD exchange students have access to courses and seminars that are of interest to them, but some courses or seminars may be unavailable due to enrollment caps.

UCD students will be subject to the same enrollment limitations under paragraph I.C.2 in The University of Tulsa College of Law Policy and Regulations that apply to TU College of Law students. Pursuant to this limitation, a UCD student is limited to enrolling in no more than 16 credits (under TU College of Law's academic credit hour system) during a regular semester, or, with the approval of a dean, 17 credits per semester.

For courses taken at TU College of Law, UCD students shall be governed by Section II.A., and B. of The University of Tulsa College of Law Policy and Regulations, governing circumstances in which special approval of enrollment is required and changes in enrollment, with the exception that no fees shall be charged to UCD students for changes in enrollment.

*3. Grading and Credit.* UCD Students will be examined and graded as are all other students at TU. The provisions of Section VII A. and B. and Appendix A of The University of Tulsa College of Law Policy and Regulations shall apply to examinations and grades in courses at The University of Tulsa College of Law in which a UCD student is enrolled as part of the Exchange Program.

Course work completed by UCD exchange students at The University of Tulsa will be accepted for academic credit at UCD if the student's academic performance satisfies UCD's criteria for an award of credit. It is the responsibility of the UCD exchange student to obtain prior approval from UCD for the transfer of credit to UCD and to satisfy all of the requirements and procedures of UCD related to credit transfer. UCD exchange students must grant permission to TU to send a transcript of their course work at TU College of Law to UCD at the end of each semester and are responsible for completion of any paperwork and payment of any fees necessary to have a certified copy of their TU College of Law transcript forwarded to UCD.

UCD exchange students are not eligible to receive a degree from The University of Tulsa College of Law on the basis of their course work during the exchange program.

#### *C. Orientation.*

UCD students who participate in the exchange program at TU shall complete any orientation program offered to them by the College of Law and the orientation program that is customarily arranged for foreign exchange students at the University of Tulsa by the TU Center for Global Education, as well as any orientation or training for the exchange that may be provided to them by UCD.

#### *D. Applicable Rules and Policies.*

UCD students are expected by TU College of Law to regularly attend all course sessions at TU College of Law, as required by ABA standards. UCD students studying at TU College of Law will be expected to abide by all honor codes, regulations, and policies at TU College of Law that are applicable to other TU College of Law students, except as otherwise provided in this Appendix. Any breach of The University of Tulsa College of Law Honor Code or the Code of Student Conduct will be dealt with in accordance with the established policies and procedures of The University of Tulsa.



UCD exchange students must apply for and satisfy the immigration requirements for their journey to and from the United States of America. They must register with the consulate of the Republic of Ireland upon their arrival in the United States. They must provide the appropriate officials at UCD with their postal, e-mail, and other addresses upon their arrival in the United States and registration at TU College of Law.

Sections I.C. (Required Courses), II.C. (Refund of Tuition upon Withdrawal), III.D. (Student Bar Association Fee), IV.A. and C. (Required Courses and Certificate Programs), V. (Transfer of Credits and Grades), VI.(Interruption of Studies), VIII.A. (Academic Dismissal), and IX (Readmission on Probation) shall not be applicable to UCD students participating in the exchange program at TU College of Law.

#### *E. Tuition and Fees.*

UCD students participating in the exchange program with TU College of Law shall pay tuition fees and other related fee charges for the semester(s) they participate in the exchange to the University College Dublin, in such amounts as are required by UCD. UCD students will be exempt from paying tuition fees and other related fees to TU College of Law for the semester(s) in which they are participating in the exchange program.

UCD students may withdraw from the exchange program. The refund of any tuition fees or other related fees paid to University College Dublin by a UCD student who withdraws from the exchange will be governed by the policies and regulations of the University College Dublin. Section III C. of the University of Tulsa College of Law Policy and Regulations will not be applicable to UCD exchange students.

Undergraduate students from UCD who are attending TU College of Law as exchange students will be required to live on campus in TU College of Law student housing, subject to availability, during their term at TU College of Law. The costs for on-campus housing will be the same as for American students living in the same housing. UCD exchange students will be required to pay to the University of Tulsa all applicable fees and charges for the housing and dining option they select. A student who withdraws from the exchange program will not be entitled to a refund of any room or board costs or other fees payable to the University of Tulsa for the semester.

Each student participating in the exchange will be responsible for arranging the necessary visa and covering the cost of accommodation, international travel, travel in or outside of the United States during the semester, books, equipment, consumables, and other incidental expenses arising out of the exchange.

UCD exchange students are required to have adequate accident and medical health insurance coverage in effect for the entire duration of the academic program in the U.S., as is required for all students on a J-1 visa participating in an Exchange Visitor Program. Failure to comply with this policy will result in the termination their participation in the exchange program. The minimum coverage required is (1) medical benefits of at least \$50,000 per person per accident or illness; (2) repatriation of remains in the amount of \$7,500; and (3) expenses associated with medical evacuation in the amount of

\$10,000. In addition, the policy should not have a deductible that exceeds \$500 per accident or illness. Exchange students are permitted to provide their own health and medical insurance as long as it meets the above mentioned federal requirements, and they must submit the company name and policy, written in English, to the Center for Global Education immediately upon their arrival on TU College of Law's campus. Exchange students who are unable to secure adequate insurance that meets these requirements may purchase health insurance through the University of Tulsa's health insurance provider.

#### **IV. General Provisions**

##### *A. Liaison Officer.*

Pursuant to Paragraph 7 of the Agreement for Reciprocal Student Exchanges Between The University of Tulsa College of Law and University College Dublin, National University of Ireland, School of Law, the Director of Study Abroad of the College of Law is appointed as the liaison officer to facilitate student exchanges under the terms of the Agreement and is responsible for executing the duties described therein.

##### *B. Reporting.*

The Director of Study Abroad of TU College of Law will be responsible for submitting the annual reports to the ABA, pursuant to Section I.A.1 or 2. of the *Criteria for Student Study at a Foreign Institution*.

## **APPENDIX M**

### **DETERMINATION OF CREDIT HOURS FOR COURSEWORK**

Standard 310(a) of the *American Bar Association Standards and Rules of Procedure for Approval of Law Schools* requires that: “A law school shall adopt, publish, and adhere to written policies and procedures for determining the credit hours that it awards for coursework.” The following policies and procedures are intended to comply with Standard 310:

1. Determination of hours of classroom or direct faculty instruction
  - A. Courses that require written examinations or final papers
    - 1) Total classroom or direct faculty instruction time, exclusive of written examinations or final papers, is scheduled for 50 minutes per unit of credit, exclusive of breaks, multiplied by 14, regardless of the length of the term of instruction (“term”).
      - a) In fall and spring semesters, the above total time is spread over a fourteen-week term.
      - b) In summer terms, the above total time is spread over six- or twelve-week terms.
      - c) In the Dublin summer program, the above total time is spread over a four-week term.
    - 2) After each term of instruction, examination periods are scheduled as follows:
      - a) Fall and spring semesters: two weeks
      - b) Summer terms: one week
      - c) Dublin summer program: two weeks
    - 3) If a comprehensive final exam is given, it is scheduled during the examination period for no less than 60 minutes per unit of credit. Instructors may, at their discretion, reserve additional time for completion of an examination.
    - 4) If multiple examinations are given throughout a course, which may or may not include an examination given during the examination period, the time allotted for the aggregate of the examinations totals no less than 60 minutes per unit of credit.
    - 5) If a take-home examination is given:
      - a) The examination is scheduled to be completed during the examination period; and
      - b) The time allowed for completion of the examination totals no less than 60 minutes per unit of credit.
    - 6) Classroom time for legal writing courses and seminars may be scheduled so that class meeting times may vary from week to week, so long as the total of classroom meeting times is no less than the equivalent of 50 minutes per unit of credit multiplied by 14 and the final paper or writing project requires at least 60 minutes per unit of credit to complete following the last day of classroom instruction.
  - B. Courses that do not require written examinations or final papers, including clinical courses:
    - 1) Total classroom or direct faculty instruction time is scheduled for 50 minutes per unit of credit, exclusive of breaks, multiplied by 15, regardless of the length of the term of instruction (“term”).
      - a) In fall and spring semesters, the above total time is spread over a fourteen-week term.
      - b) In summer terms, the above total time is spread over six- or twelve-week terms.

- c) In the Dublin summer program, the above total time is spread over a four-week term.
    - 2) For courses that may not meet on a weekly basis, such as Dean’s Seminar on the Legal Profession and Strategies and Skills for Bar and Practice, the total hours of classroom and out-of-class student work shall total at least 42.5 hours per unit of credit.
  - C. Any faculty member who must miss a regularly scheduled class session for any reason must schedule a make-up class of equal time.
2. Determination of hours of out-of-class student work in courses that involve classroom or direct faculty instruction, including clinical courses:
- a. Course instructors shall require outside student work that reasonably approximates a minimum of 120 minutes per course credit hour per week, multiplied by 15. That outside work may include, but is not limited to: reading assignments, case briefing, written assignments other than examinations, solving problem sets, participating in out-of-class simulations and role-playing exercises that help students develop lawyering competencies, research assignments, posting to an online discussion board, court or other observations, conferences with the instructor, and other work that assists in comprehension of course content such as outlining and studying for examinations.
    - 1) As guidance for determining the length of time to complete reading assignments, academic literature indicates that an average law student reads ten to thirty pages per hour (60 minutes), depending on the difficulty of the material. This guidance for estimating time to complete reading assignments does not include estimated time to complete additional study and preparatory work listed in subpart 2) below.
    - 2) As guidance for determining the length of time required to study and prepare for a course, academic literature and established College of Law practice indicate that students are expected to spend at least three hours (180 minutes) per week per unit of credit. Outside study and preparatory work, exclusive of reading assignments, includes, but is not limited to, briefing cases, additional reading of treatises and course-related material, outlining, practice questions and examinations, CALI exercises, participation in study groups and review sessions.
  - b. Readings and other assignments shall be indicated on the course syllabus.
  - c. All course instructors shall submit their course syllabi to the Associate Dean for Academic Affairs. In so doing, a course instructor certifies that outside work for the course meets the requirements of Standard 310(b)(1).
  - d. The Associate Dean for Academic Affairs shall keep all course syllabi on file and review them on a regular basis to determine whether assignments of outside work comply with Standard 310(b)(1).
3. Determination of hours of credit for distance learning courses:
- a. Students may receive credit to the extent allowed by ABA Standards for distance learning courses that are in compliance with ABA Standards.
  - b. Distance learning courses for which College of Law students receive credit, whether offered in synchronous or asynchronous format, or a combination, shall require at least 42.5 hours of student work per unit of credit.

- c. The Associate Dean for Academic Affairs shall collect and review distance learning course syllabi and course building templates on a regular basis to determine whether such courses comply with Standard 310(b).
4. Determination of hours of credit for academic activities undertaken in clinic, externship and for-credit internship courses other than classroom or direct faculty instruction described in paragraphs 1 and 2 above:
  - a. A credit hour may be awarded for 50 minutes of classroom or direct faculty instruction or for 60 minutes of out-of-class student work performing clinic, externship or internship work, preparing for class, completing class assignments or other academic work related to the course assigned by the supervising faculty member and supervising attorney. Faculty will determine the number of hours required for each unit of credit; at a minimum, students must complete 42.5 hours for 1 unit of credit; 85 hours for 2 units of credit, and 127.5 hours for 3 units of credit.
  - b. Students enrolled in clinical courses and academic externships must complete required hours and submit time keeping records in accordance with established clinic and externship policies.
  - c. Students enrolled in for-credit internships shall submit detailed timesheets to their supervising attorney and supervising faculty member every two weeks.
  - d. Credit may be withheld for any student who fails to comply with subsections 4.b or 4.c.
5. Determination of hours of credit for Independent Research (see also Part I.A.5 of the Policies and Regulations of the College of Law)
  - a. Independent Research credit may be given for one or two units of credit.
  - b. Students shall submit detailed timesheets to their primary supervising faculty member every two weeks. Students must complete a minimum of 42.5 hours of research and writing work for one unit of credit and 85 hours of research and writing work for two units of credit.
  - c. Credit may be withheld for any student who fails to comply with subsection 5.b.
6. Determination of hours of credit for journal participation
  - a. Students shall submit detailed timesheets to their faculty supervisor every two weeks. Students must complete a minimum of 42.5 hours of journal-related work for each unit of credit.
  - b. Credit may be withheld for any student who fails to comply with subsection 6.a.
7. Determination of hours of credit for participation in interscholastic competitions (see also Part I.A.6 of the Policies and Regulations of the College of Law)
  - a. Part I.A.6 of the Policies and Regulations of the College of Law sets out the academic requirements, including the work required, for receipt of credit. Students may elect not to receive credit for participation in interscholastic competitions.
  - b. Students seeking such credit shall submit detailed timesheets to their competition coach(es) and the faculty advisor to the Board of Advocates every two weeks. Students must complete a minimum of 42.5 hours of work for one unit of credit and 85 hours of work for two units of credit.
  - c. Credit may be withheld for any student who fails to comply with subsection 7.b.

8. Determination of hours of credit for courses taken in other colleges at The University of Tulsa (see also Part I.A.8 of the Policies and Regulations of the College of Law)
  - a. As part of the approval process for allowing a College of Law student who is not enrolled in a joint or concurrent degree program to enroll in a course in another college at The University of Tulsa, the Associate Dean of Student Affairs of the College of shall obtain a copy of the syllabus of course obtain written certification from the course instructor that it complies with Standard 310(b).
  - b. For non-law courses within the joint or concurrent degree programs offered by the College of Law and The University of Tulsa Graduate School for which College of Law students will receive credit toward the J.D. degree, the Associate Dean for Academic Affairs shall obtain the syllabi of such courses and written certification from the course instructors that the courses comply with Standard 310(b).
  
9. Determination of hours of credit for courses taken at another law school by a College of Law student visiting at another ABA-approved law school or by a transfer applicant (see also Part V of the Policies and Regulations of the College of Law)
  - a. As a condition of approval of a College of Law student's application to visit away, an official from the school offering the course must certify in writing to the Associate Dean for Student Affairs of the College of Law that the units of credit for the course(s) to be taken comply with Standard 310(b).
  - b. As a condition of approval of transfer credits by the College of Law, an official from the school from which an applicant is seeking to transfer must certify in writing to the Associate Dean for Academic Affairs of the College of Law that the units of credit for the courses taken comply with Standard 310(b).
  
10. Course approval
  - a. All proposals for new courses must include a paragraph justifying the number of units of credit to be awarded.
  - b. The Associate Dean for Academic Affairs shall keep these justifications on file.
  - c. In approving new courses, the College of Law Curriculum Committee and Faculty will determine whether the number of units of credit to be awarded complies with Standard 310(b).

## APPENDIX N - TITLE IX POLICY

Sexual misconduct is prohibited by Title IX of the Educational Amendments of 1972 (“Title IX”) and will not be tolerated within the TU community. Sexual misconduct encompasses all forms of sex and gender-based discrimination, harassment, violence, and assault, as well as dating violence, domestic violence, interpersonal violence, stalking and sexual exploitation. If you are someone you know has been harassed, assaulted, or stalked, or if you have any questions about violence prevention resources available to you, please contact any of the following campus and community resources:

**Title IX Coordinator 918-631-4602**

**Office of Violence Prevention 918-631-2324**

**TU Counseling and Psychological Services 918-631-2241**

**Campus Security 918-631-5555**

**Domestic Violence Intervention Services 918-585-3163 or 918-743-5763**

**Tulsa Police Department 918-596-9222 or 911 (emergency situations)**

For more information about your rights under Title IX, please visit our *Policies and Laws* page on the TU website or contact the Title IX Coordinator. **Every student on our campus has the right to resources.** Please come forward and ask questions, report, and help us eradicate sexual misconduct and interpersonal violence by stopping the silence surrounding it.

## **APPENDIX O – FERPA POLICY**

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 official 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](http://www.utulsa.edu/ferpa).



## **APPENDIX P- NON-DISCRIMINATION POLICY**

### **I. Policy Statement**

The University of Tulsa (the "University") is committed to maintaining equal access to its programs, facilities, admission, and employment for all persons, including by maintaining an environment that is free of illegal discrimination and harassment. In keeping with that policy, the University prohibits discrimination and harassment by or against any member of the University Community because of their race, color, national origin, ancestry, religion, creed, sex, sexual orientation, gender, gender identity, pregnancy, pregnancy-related conditions, age, genetic information, disability, veteran status, marital or family status, or any other legally-protected class. Discriminatory conduct and harassment violate the dignity of individuals, impedes the realization of the University's educational mission, and will not be tolerated.

This Non-Discrimination and Harassment Policy (Policy) shall not be construed to restrict academic freedom at the University. Conduct prohibited by this policy may also violate applicable federal and state law.

### **II. Application**

This policy applies to all members of the University Community, as well as any others that participate in the University's educational programs and activities. This policy applies to: (a) all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, job-related training, and compensation; and (2) all educational programs and activities, including but not limited to, admissions, academics, athletics, housing, and student services.

This Policy does not apply to conduct that is within the scope of the University's Title IX policy.

### **III. Definitions**

**Acts of Bias** means conduct that is in violation of a University policy, rule or regulation and is motivated by discriminatory bias against or hatred toward other individuals or groups based on characteristics such as age, ancestry, color, disability or handicap, genetic information, national origin, political belief, race, religion, creed, sex, sexual orientation, gender identity, or veteran status.

While Acts of Bias violate University policy (e.g., incidents may violate the Student Code of Conduct), some bias incidents may be considered protected speech or expression. The University protects free expression of ideas, even if they are unpopular, because this is vital in promoting learning in an educational setting. Freedom of speech can sometimes protect controversial ideas and sometimes even offensive and hurtful language; however, it does not protect personal threats, discriminatory conduct, vandalism, or other acts of misconduct that violate the Student Code of Conduct, other University policies or relevant federal, state and local laws.

**Days** means business days and excludes any Saturday, any Sunday, and any day on which the University is closed.

**Discrimination** is conduct of any nature that denies an individual the opportunity to participate in or benefit

from a University program or activity, or otherwise adversely affects a term or condition of an individual's employment, education, or living environment, because of the individual's Protected Status. Discrimination in employment can be defined, generally, as an adverse employment action directed at a specific individual or a group of identifiable individuals based on that individual's or group's Protected Status. Discrimination in education can be defined, generally, as materially adverse conduct that, based on an individual's or group's Protected Status, subjects that individual or group to treatment that adversely affects their ability to enjoy a full right to educational opportunities, including participation in academics, and/or the University's other educational programs and activities.

**Gender-based Harassment** is a type of Harassment that is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the University's education or work programs or activities. (For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity.)

**Harassment** is conduct that is sufficiently severe or pervasive such that it substantially interferes with an individual's employment, education or access to University programs, activities or opportunities and would detrimentally affect a reasonable person under the same circumstances. Harassment in employment can be defined, generally, as unwelcome conduct that is based on a Protected Status, where enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Harassment in education can be defined, generally, as conduct motivated by an individual's Protected Status that is sufficiently severe, persistent or pervasive so as to interfere with or limit the ability of an individual to participate in or benefit from the educational programs or activities.

**Protected Status** means an individual's race, color, national origin, ancestry, religion, creed, sex, sexual orientation, gender, gender identity, pregnancy, pregnancy-related conditions, age, genetic information, disability, veteran status, marital or family status, or any other legally-protected class.

**Retaliation** means materially adverse actions taken against an individual or group of individuals for having engaged in protected conduct. Retaliation can take many forms, including but not limited to, adverse action or violence, threats, and intimidation that would discourage a reasonable person (under similar circumstances) from making a good faith report.

**Sex-based Harassment** is a type of Harassment that is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or (2) such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the University's education or work programs or activities (hostile environment). Information regarding issues of sex-based harassment specifically, including definitions and information about the University's procedures for reporting and processing such incidents, can be found in University's Title IX Policy. After an initial assessment of the facts, the Title IX Coordinator will determine if the alleged Prohibited Conduct falls under the guidelines of Title IX. If not, the matter will be subject to this Policy.

**University Community** means all faculty, staff, employees, students, trustees, vendors, contract workers, business invitees, applicants for admission or employment, volunteers, visitors and guests at all times and places in any connection with this institution, whether on or off campus.

## **IV. Policy**

### **A. Prohibited Conduct**

This Policy prohibits Acts of Bias, Discrimination, Harassment (including but not limited to Gender-based and Sex-based Harassment), and Retaliation (collectively, "Prohibited Conduct").

### **B. Reporting Prohibited Conduct**

The University encourages all members of the University Community to promptly report any behavior they believe may constitute discrimination and/or harassment. Many incidents of discrimination and/or harassment can be effectively addressed with a minimum of disruption to the affected parties if promptly reported. Failure to report perceived discrimination and/or harassment on a timely basis may make it difficult for the University to take effective corrective action. Reports of Prohibited Conduct should be made to the Responsible Officer:

Kathleen Smith  
Equal Opportunity Officer  
The University of Tulsa  
Fisher West, Suite 203  
800 S Tucker Dr. Tulsa, OK 74104 918-631-2321  
[kathleen-smith@utulsa.edu](mailto:kathleen-smith@utulsa.edu)

#### *1. Conduct that Poses an Ongoing Safety Threat or Constitutes a Crime*

Any person who wishes to make a complaint of discrimination or harassment that also constitutes a crime—including hate crimes, assault, or property offenses—is encouraged to make a complaint with the Campus Security (918-631-5555) or local law enforcement (Emergencies: 911; Non-emergencies: 918-596-9222). If requested, the University will assist the complainant in notifying the appropriate law enforcement authorities.

In the event of an emergency, or there is ongoing danger to person or property, please contact 911 and Campus Security (918-631-5555). A victim may decline to notify such authorities.

#### *2. Content of the Complaint*

So that the University has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the University may follow up appropriately.

#### *3. Timing of the Complaint*

The University encourages persons to make complaints of discrimination and harassment as soon as possible because late reporting may limit the University's ability to investigate and respond to the conduct complained

of.

#### *4. Anonymous Complaints*

While anonymous complaints will be accepted, the University may be limited in its ability to investigate or resolve anonymous complaints. If the anonymous complaint contains sufficient information regarding the conduct, the University will take reasonable steps to address the concerns in coordination with any relevant department or division. In addition to reporting to the Responsible Officer, anonymous complaints may be submitted using the University's online Ethics Point reporting system or by calling the Ethics Point Hotline at 1-866-384-4277.

#### *5. Bad-Faith Complaints*

While the University encourages all good-faith complaints of discrimination and harassment, the University has the responsibility to balance the rights of all parties. Therefore, if the University's investigation reveals that a complaint was knowingly false, the complaint will be dismissed, and the person who filed the knowingly false complaint may be subject to discipline.

### **C. Retaliation**

It is a violation of this policy to retaliate against any member of the University Community who reports or assists in making a complaint or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should report such alleged retaliation to the Equal Opportunity Officer.

### **D. Investigation and Confidentiality**

All complaints of discrimination and harassment will be investigated in accordance with this policy, and the University will take disciplinary or other action where it deems appropriate. The University will take efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint; however, the University cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the University will take steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the University's ability to respond may be limited. The University reserves the right to initiate an investigation and take action despite a complainant's request for confidentiality in limited circumstances involving a potential crime, serious or repeated harassment or where the alleged perpetrator may pose a continuing threat to the University Community.

### **E. Free Expression and Academic Freedom**

The University is committed to its long-standing traditions of academic freedom and free expression. The University is an institution whose members may express themselves, while protecting and respecting the rights of others to learn, to do research, and to carry out the essential functions of the University free from interference or obstruction. When addressing complaints of violations of this policy, the University will take all permissible actions to respond appropriately while respecting the rights of free expression and academic

freedom. The offensiveness of a particular expression, course content, subject of academic inquiry, or research topic, as perceived by some, standing alone, may not be sufficient to constitute a violation of this policy.

Faculty members and students should be aware that conduct occurring in the context of educational instruction may exceed the protections of free expression and academic freedom if it meets the definition of Discrimination or Harassment and is not germane to academic subject matter, lacks a pedagogical purpose, advances the personal interest of a faculty member or student without relating to the learning process or legitimate academic objectives, causes material adverse action against a person, reveals confidential information about a person, is defamatory or libelous, threatens physical harm or imminent violence, and/or constitutes some other category of speech that is unprotected by the U.S. Constitution or other law.

## **V. Procedures for Investigating and Resolving Complaints**

### **A. Commencing the Investigation**

When a complaint is made, the Equal Opportunity Officer and/or their designee ("Investigator") will commence an investigation of the complaint. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes a violation of this policy. Some complaints may involve a preliminary inquiry into whether the matter falls under this Policy or requires referral for treatment under a different policy.

In some circumstances, the investigation may commence even if the Complainant requests that the matter not be pursued. In such a circumstance, the University will endeavor to investigate and respond to the matter in a manner that is informed by the Complainant's articulated concerns.

### **B. The Content of the Investigation**

During the investigation, Complainants will have the opportunity to describe their allegations and identify supporting witnesses or other evidence. The individual accused of wrongdoing (Respondent) will have the opportunity to respond to the allegations and identify supporting witnesses or other evidence. The Investigator will review the evidence and, depending on the circumstances, may interview others with relevant knowledge, review other documentary materials, and take any other action they deem appropriate to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

### **C. Interim Measures**

At any time during the investigation, the University may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative living, class-placement, or workplace arrangements. Supervisors, staff advisors, and other University employees may be notified of interim measures if their notification is necessary to ensure the interim measures are appropriately observed. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of this Policy.

### **D. Findings of the Investigation**

Upon completion of the investigation, the University will inform the Complainant and the Respondent of the results of the investigation and, to the extent appropriate, any remedial action to be taken.

If it is determined that the terms of this Policy have been violated, the University will take steps designed to prevent re-occurrence of the offending conduct, including potential disciplinary action against the offending party. The University recognizes that in some cases, despite an investigation, it may be impossible to determine whether the alleged violations of this policy have in fact occurred. In such cases, the University may take non-disciplinary action designed to reinforce the effectiveness of this policy and to prevent future violations.

Once the University has addressed concerns raised with respect to discrimination and/or harassment, it will assume that the problem is not continuing in nature unless it is informed otherwise. Members of the University Community who believe they have again been discriminated against and/or harassed in violation of this policy must report this re-occurrence immediately pursuant to this Policy.

### **E. Appeal Rights of the Parties**

The University offers to both parties appeal rights from a determination regarding responsibility. Appeals must be grounded in one or more of the following rationales:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility was made has come to light that could affect the outcome of the matter; and/or
- The Investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual parties in particular, and that bias affected the outcome of the matter.

Appeals must be submitted in writing to the Responsible Officer or their designee within five (5) business days of the date the appealing party was notified of the outcome of the investigation. The Responsible Officer or their designee shall provide notice of the appeal to the non-appealing party, who has five (5) days to submit a written response to the appeal which addresses solely the ground(s) alleged for the appeal. The non-appealing party shall be limited to one and only one written response to the appeal. Upon receipt of the non-appealing party's response to the appeal, the Responsible Officer or their designee will submit the appeal and the non-appealing party's response to the Appeal Officer, who shall not be the same individual who issued the Finding of Responsibility.

- The Appeal Officer for matters with staff Respondents is the Chief Human Resources Officer or their designee.
- The Appeal Officer for matters with faculty and postdoctoral scholar/fellow Respondents is the Vice Provost for Faculty Affairs or their designee.
- The Appeal Officer for matters with student Respondents is the Dean of Students.
- The Appeal Officer for all other respondents is the Vice President and Chief Compliance Officer.

The Appeal Officer's review will be based only on the written record and will not include meetings or discussions with the parties or personnel directly involved in the investigation. Therefore, the appealing party should include any supporting documents with their written appeal. The Appeal Officer may consult with the

Responsible Officer regarding matters of procedure, as appropriate.

The Appeal Officer will issue a final written decision to both parties and the Responsible Officer describing the result of the appeal and the rationale for the result. The decision of the appeal officer is final.

#### **F. Disciplinary Action**

Any employee who is determined, after the investigation and any appeal, to have engaged in discrimination and/or harassment in violation of this policy will be subject to discipline, up to and including termination of employment pursuant to the Progressive Discipline Policy. Discipline of a member of the resident faculty will be initiated through the disciplinary procedures specified in Sections VII and VIII of the Statement on Academic Freedom, Responsibility, and Tenure (the "Blue Book"). Discipline of all other employees, including staff, will be imposed pursuant to the University's Progressive Discipline Policy.

Any student will who is determined, after an investigation, to have engaged in discrimination and/or harassment in violation of this policy will be subject to discipline, up to and including expulsion. Discipline shall be imposed by the Dean of Students (or designee).

**APPENDIX Q**  
**LAW SCHOOL COMMUNITY SOCIAL MEDIA PRIVACY POLICY**

*Approved by Faculty on 11/24/2020*

A classroom, even a virtual one, is intended to be a safe space for the interchange of ideas and to facilitate the learning process.

No student may record any class by audio or electronic means without express permission of the instructor.

No student may violate the safe space of this community by recording, posting, or sharing videos or photos of any person in the classroom or at the law school without the express permission of the person(s) in the video or photo.