

**The University of Tulsa College of Law  
Policy and Regulations  
As Amended through March 29, 2017**

TABLE OF CONTENTS

I.	<u>DEGREE REQUIREMENTS</u>	Page 4
	A. Academic Credit	Page 4
	1. Required Courses	Page 4
	2. Failed and Repeated Courses	Page 4
	3. Incomplete Courses	Page 5
	4. Non-Classroom Courses	Page 5
	5. Independent Research	Page 6
	6. Interscholastic Competitions	Page 6
	7. Legal Clinic	Page 8
	8. University Credit	Page 8
	9. Transferred Credit	Page 9
	10. Continuing Legal Education Courses	Page 9
	B. Cumulative Grade Point Average (GPA)	Page 9
	C. Required Course of Study	Page 11
	D. Attendance Requirement	Page 12
II.	<u>ENROLLMENT AND ITS PROCEDURES</u>	Page 12
	A. Approval of Enrollment	Page 12
	B. Changes in Enrollment	Page 14
	C. Full-Time Student's Employment	Page 15
	D. Enrollment in Summer Sessions & Summer Abroad Programs	Page 16
III.	<u>TUITION AND FEES</u>	Page 16
	A. General	Page 16
	B. Effect of Nonpayment	Page 16
	C. Refunds of Tuition upon Withdrawal	Page 16
	D. Student Bar Association Fee	Page 17
IV.	<u>Required and Prerequisite Courses</u>	Page 17
	A. Required Courses	Page 17
	B. Prerequisite Courses	Page 20
	C. Certificate Programs	Page 21
V.	<u>TRANSFER OF CREDITS AND GRADES</u>	Page 21
	A. Admission with Advanced Standing	Page 21

B. Transfer of Credits and Grades	Page 21
C. Waiver	Page 22
D. Law Credits in Other Degree Programs	Page 23
VI. <u>INTERRUPTION OF STUDIES</u>	Page 24
VII. <u>EXAMINATIONS AND COURSE GRADES</u>	Page 25
A. Course Grades	Page 25
B. Examinations and Other Graded Assignments	Page 26
VIII. <u>DISMISSAL</u>	Page 28
A. On Academic Grounds	Page 28
B. On Conduct Grounds	Page 29
C. Effect of Dismissal	Page 29
D. Cancellation of Enrollment	Page 29
IX. <u>READMISSION ON PROBATION</u>	Page 30
A. General Policy	Page 30
B. Academic Status and Student Affairs Committee	Page 30
C. Finality of Decision	Page 30
D. Procedure	Page 30
E. Time for Filing Petition	Page 32
X. <u>ADMENDMENT FOR SUPPLEMENTATION OF     LAW SCHOOL APPLICATION</u>	Page 32
XI. <u>FAIR EMPLOYMENT PRACTICES</u>	Page 33
XII. <u>EXCEPTIONS TO REGULATIONS</u>	Page 34
XIII. <u>AMENDMENTS</u>	Page 34
<u>APPENDIX A</u> – Examination Rules and Procedures	Page 35
<u>APPENDIX B</u> – Guidelines for Upper-Level Writing Requirement	Page 42
<u>APPENDIX C</u> – Externships	Page 44
<u>APPENDIX D</u> – Native American Law Certificate	Page 48

<u>APPENDIX E</u> – Sustainable Energy and Resources Law Certificate (SERL)	Page 51
<u>APPENDIX F</u> – Comparative and International Law Certificate	Page 53
<u>APPENDIX G</u> – Health Law Certificate	Page 54
<u>APPENDIX H</u> – Prerequisite Courses	Page 58
<u>APPENDIX I</u> –Transnational Courses	Page 60
<u>APPENDIX J</u> – Student Law Journal Article Guidelines	Page 61
<u>APPENDIX K</u> – Procedure for Filing a Student Complaint	Page 63
<u>APPENDIX L</u> - Exchange Program Policies Univ. College of Dublin	Page 64
<u>APPENDIX M</u> – Determination of Credit Hours for Course Work	Page 72

## 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, 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 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. 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. 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 seminar writing requirement. See Part IV.A.4.

#### 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 Joint 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 Joint 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 Joint Degree Program in which he or she participated. A Joint 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.

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 suggested grading curve for first year courses:

A, A-	30-40%
B+, B	30-40%
B-, C+	10-20%
C,C-,D+, D,D-,F	10-20%

The suggested distribution is not mandatory, but rather a guideline to aid faculty members in implementing this College's grading system. The suggested grading distribution will apply to all first year courses. Where the suggested distribution is applicable as a guideline, it is expected that the median or mid-point grade will be a B.

b. The faculty recommends the same suggested curve in B(4)(a) above for all upper level courses, including professional skills courses\*; however, a faculty member 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.

This upper division course grading practice is not applicable to low enrollment upper level courses or to seminars.

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

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

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) in 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 degree program;
- (c) Independent research; and
- (d) 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 part-time 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 part-time student, or as a part-time 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 a dean 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 a dean and the course instructor; for study abroad programs, adding a course requires approval of a dean or the director of the program and the course instructor.
  - b. Withdrawal from a course requires approval of a dean; for study abroad programs, withdrawal from a course requires approval of a dean or the director of the program. A student shall notify a dean or, in the case of a study abroad program, the director of the program whether any graded work has been completed or any work that was due was not completed in the course. If any graded work has been completed or was due and not completed, approval of the course instructor shall also be required.
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.
  - 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).

- b. 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.
- c. 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 a dean.
- d. Any withdrawal which is not approved by a dean 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 is subject to transfer by a dean to the part-time program if the student devotes more than twenty hours per week to employment. 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 transfer by a dean to a part-time status.

To comply with the Standards and the College of Law Policies, each student is required to certify before enrollment that they are not employed more than 20 hours per week in any semester in which they are enrolled full-time (12 or more hours).

Failure to accurately and truthfully complete the certification form is a violation of The University of Tulsa College of Law Honor Code.

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

1. Any first year student whose cumulative GPA is below 2.3 at the end of the student's first 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.

### 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
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.

3. Each student must take one course to complete the transnational requirement. The transnational courses are listed in Appendix I of this document.

4. Students matriculating prior to January 2016 must take at least two hours of skills courses. The method of evaluation of a course determines whether it is a skills course. The faculty has identified the following skills courses as fulfilling the graduation requirement:

Advanced Competitions (if academic credit is received; letter grade option not available)

Advanced Trial Practice  
Arbitration  
Contracts Drafting  
Deals: Patterns and Practices in Business Transactions  
Electronic Discovery Practicum  
Evidence Workshop  
Externships  
Advanced Family Law Practicum  
Immigration Law Clinic and other Legal Clinic Courses  
Introduction to Alternative Dispute Resolution  
Interviewing, Counseling and Negotiating  
Law Office Management  
Mediation  
Real Estate Transactions  
Social Security Disability Law  
Law of Sports  
Texas Civil Procedure  
Trial Practice

Not all courses in the above list are approved by the Faculty as courses to which the honors/pass/fail system may be applied. Please refer to Section I.B.4.b for a complete listing of approved courses that may, at the option of the professor, be taught as honors/pass/D/fail courses.

- a. Students matriculating on or after January 2016 must take at least six (6) credits of a legal clinic, an externship or a simulation course that the faculty concludes (on a class-by-class basis) that meets the experiential learning requirements as set forth in ABA Standards 303 and 304.

5. 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.**

6. A student may not satisfy multiple graduation requirements through one course enrollment. Each graduation requirement must be satisfied independently of other requirements, except that the transnational requirement and the upper-level writing requirement may be satisfied with a seminar course with a transnational focus listed in Appendix I of this document, and the transnational requirement and the experiential learning requirement may be satisfied with the Immigrant Rights Project.

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

<u>First Semester</u>		<u>Second Semester</u>		<u>Third Semester</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		
<b>TOTAL</b>	<b>15 hrs</b>	<b>TOTAL</b>	<b>16 hrs</b>		

\*Note: Legal Writing I, II, and III must be taken sequentially in the first three regular semesters of law study. A dean may waive this requirement only for extraordinary circumstances.

\*Note: 2L students attending the fall semester in London program will be permitted to defer taking Legal Writing III until the first semester that the course is offered after their return from the London program, but must complete the course prior to graduation.

Part-time 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.

8. All Students with a cumulative GPA of 2.75 or lower are required to take all courses listed under “Block A” and any two of the courses listed under “Block B.” The determination of the student’s GPA will be made at the same time the student’s GPA would be reviewed for the purpose of Academic Status. See rules on dismissal at Part VIII.

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)

Administrative Law

Advanced Torts

Agency & Partnership

Conflict of Laws

Family Law

Federal Taxation or Taxation of  
Estates, Trusts & Gifts

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. Certificate Programs

The faculty has approved several certificate programs, the requirements of which are set forth in Appendices D through G. In addition to those requirements, the director of a certificate program and a dean may approve, for credit, externships for a particular certificate 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. The grade on a final examination or on a substantial written work may constitute the course grade.
2. 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.
3. A grade of Incomplete (I) will be changed on a student's transcript in accordance with Part I.A.3.b and c.
4. 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.
5. Grades will be posted only by the Office of the Dean.

### **B. Examinations and Other Graded Assignments**

1. Examinations may, in the instructor's discretion, be proctored.
2. Examinations are graded anonymously.
3. 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.
4. 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.

5. After the final grade has been submitted to the registrar, no student work, whether it be an examination or other graded assignment, shall be regarded 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 to seek an explanation of the grade. The professor shall make every effort to meet with the student and provide an explanation within 30 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.

iii. The student concludes that a substantive grading error occurred and wishes to petition for a grade change. In such circumstances, the student must notify the professor in writing of the student's intent to challenge the grade. The written notice to the professor 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 written notice must be filed within 90 days after the grade has been assigned, and 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.

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 concurs 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 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 faculty. Every effort shall be made to communicate the decision of the faculty to the student within 30 days of the Committee receiving all pertinent information. 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.

6. 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.

7. 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 readmissibility.

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 skills courses, which includes Legal Clinic and other non-classroom courses; 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. 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 LLM and JD 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 EXAMSOFT USERS MUST BE CHECKED-IN 20 MINUTES BEFORE THE COMMENCEMENT OF AN EXAM. THIS POLICY IS FIRM.

**Approved Examsoft Users:** Exam Passwords will be announced in the exam classroom fifteen minutes before the commencement of each exam. Examsoft users who do not check-in at the appropriate time and who are not at the Examsoft “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 Examsoft Users and Handwriters.

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

BACKPACKS, BALL CAPS, VISORS, HATS, COATS, 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.

HIGHLIGHTERS

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 an examination.

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 designated exam room for rest room or canteen purposes within 15 minutes of the end of the exam.

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 EXAMSOFT OR LAPTOP TROUBLE-SHOOTING ONCE AN EXAM HAS BEGUN. A STUDENT WHO EXPERIENCE TECHNICAL ISSUES WITH EXAMSOFT 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 Examsoft users, students must follow instructions provided for uploading exams in a timely fashion. Students may have assistance from the Help Desk in the PIT 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. Except as allowed by this section, no computers are permitted.
2. Computers are permitted only if:
  - a. The professor has specifically designated that course as one in which exams may be taken on a computer, and
  - b. The student complies with all rules and deadlines spelled out in the official “Policies for Use of Computers During Exams” packet, which is available from the Front Office. Some of these deadlines occur very early in the semester, so a student wishing to take an exam on computer is strongly advised to obtain and read the packet during the first week of class. 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.
3. 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

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.

Class rank information is available at the Front Office.

## **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. Each faculty member assigned to read the law review or journal articles for approval of the upper-level writing 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 Judicial Externship Credit Hours: 5 (Federal Court), 3 (State Court)
  - 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 Compass, and students may apply for more than one externship to ensure a placement. Placements can be found by searching for “Externships for Credit” under the Postings Section. 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 via Compass.

### **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 Certificate**

Advisor: Professor Judith Royster

The University of Tulsa College of Law was the first law school to offer a formal Indian law certificate program, a concentrated course of study that immerses students in the legal issues facing Indian tribes. The certificate is undertaken as part of the JD degree.

To earn the Native American Law Certificate, students must complete:

#### **Block I: Indian Law Curriculum**

##### **Federal Indian Law (3 hours)**

- LAW 5553 Federal Indian Law (3 hours)

##### **Indian Law Elective (3 hours)**

At least one additional course from the Indian Law curriculum. Course offerings may vary from time to time, but at present include the following:

- LAW 5523 Native American Natural Resources Law (3 hours)
- LAW 6903 DL Tribal Government (3 hours)
- LAW 6923 DL Indian Gaming (3 hours)

##### **Research Paper**

The research paper requirement in Indian law may be satisfied by any one of the following:

- A seminar in which the research paper is on a topic of Indian or indigenous law and the topic must be pre-approved by the Native American Law Certificate advisor in order to satisfy the research paper requirement.
- Completion of a casenote or comment on a topic of Indian or indigenous law as a member of the Tulsa Law Review or the Energy Law Journal. The casenote or comment topic must be pre-

approved by the Native American Law Certificate advisor in order to satisfy the research paper requirement.

- An independent research project which includes a law review quality research paper on a topic of Indian law. The research paper topic must be pre-approved by the Native American Law Certificate advisor in order to satisfy the research paper requirement. This option may be used to satisfy the research paper requirement only if the student, through no fault of his/her own, is unable to satisfy this requirement by any of the other available options.

### **Block II: Related Coursework**

Two courses from the following list of related courses offered regularly within the College of Law or the TU Graduate School. Students may not take more than one course outside of the College of Law.

#### **Procedural and Related Courses**

- LAW 5213 Administrative Law (3 hours)
- LAW 6112 Conflict of Laws: Domestic Choice of Law (2 hours)
- LAW 6322 Federal Courts (2 hours)

#### **Critical Resource Policy Courses**

- LAW 5753 Basic Oil and Gas Law (3 hours)
- LAW 5443 Environmental Law (3 hours)
- LAW 5763 Natural Resources and Environmental Law on Federal Lands (3 hours)
- LAW 5543 Water Law (3 hours)

#### **Other Related Law School Offerings**

LAW 5363 International Law (3 hours)

#### **Graduate School Courses**

- Any other graduate course approved by the Native American Law Certificate program director

### **Block III: Practice Skills and In-depth Analytical Skills**

One of the following options:

- Selection for and participation on the national team(s) for the National Native American Law Students Association moot court competition.
- An externship, providing service to a recognized Indian tribe or tribal body, a state or federal agency whose primary activities involve Indian affairs, or an attorney whose primary practice is in Indian law. Service to a similar entity may be substituted with the prior approval of the Native American Law Certificate advisor. Externships are arranged through the Assistant Dean and Director of Experiential Learning.
- An additional course from the Indian Law curriculum (Block I). This option may be used to satisfy the Block III requirement only if the student, through no fault of his/her own, is unable to satisfy this requirement by any of the other available options.

## **APPENDIX E**

### **SUSTAINABLE ENERGY & RESOURCES LAW (SERL) CERTIFICATE**

**Advisor: Professor Gary Allison**

The Sustainable Energy and Resources Law (SERL) Certificate is awarded to students who meet the requirements of a total of 15-21 hours of required and elective courses.

The requirements are threefold:

#### **Administrative Law (2-3 hours)**

- LAW 5213 Administrative Law (3 hours) or
- LAW 6082 State Administrative Law (2 hours) \*

#### **SERL Block Courses (10-12 hours)**

Four courses including at least one course each from Blocks A, B, and C.

#### **Block A - Energy Law**

- LAW 5753 Basic Oil and Gas Law (3 hours)
- LAW 5603 Advanced Oil and Gas Law (3 hours)
- LAW 5743 International Energy and Natural Resources Law (3 hours)
- LAW 6113 International Petroleum Transactions (3 hours) \*
- LAW 6933 DL Energy Regulation (3 hours)

#### **Block B - Natural Resources Law**

- LAW 6062 Land Use Controls (2 hours) \*
- LAW 5523 Native American Natural Resources Law (3 hours)
- LAW 5763 Natural Resources and Environmental Law on Federal Lands (3 hours) \*
- LAW 5543 Water Law (3 hours)

#### **Block C - Environmental Law**

- LAW 5972-3 Seminars (2-3 hours) (with approval of SERL advisor)
- LAW 5443 Environmental Law (3 hours)

- LAW 5723 International Environmental Law (3 hours) \*
- LAW 6073 Climate Change (3 hours) \*

**Advanced Study (3-6 hours)**

- SERL Externship
- ELJ Certificate
- Tulsa Law Review Certificate + SERL paper
- SERL Seminar
- Independent SERL Study
- Competition with SERL Topic

**Note:**

\* Offered every other year

## **APPENDIX F COMPARATIVE AND INTERNATIONAL LAW CERTIFICATE**

**Advisor: Professor Rex Zedalis**

Students must take a minimum of 14 credit hours from the courses listed below, and satisfy the requirements of Sections I (at least 3 credit hours), II (at least 9 credit hours, with at least one course from Block A), and III (at least two credit hours) to earn the Comparative and International Law Certificate.

### **I. Core course (3 hours)**

1. International Law (3)

### **II. Elective Courses (9 hours – at least one course must be from Block A)**

#### **Block A**

1. International Business Transactions (3)
2. International Energy and Natural Resources Law (3)
3. International Environmental Law (3)
4. Family Law in the World Community: International and Comparative Family Law-course (3)

#### **Block B**

1. Conflict of Laws (2 or 3)
2. Additional hours from III (1-6)
3. Courses (not listed elsewhere) from other TU program or other ABA-approved program on international or comparative law (1-6)
4. University courses approved by the advisor to the certificate program and the associate dean related to international or comparative law or to a foreign language (1-4)

### **III. Writing Skills or Oral Advocacy (2 hours)**

1. Meet the Tulsa Law Review or Energy Law Journal Certificate requirements and write a student note or comment on international or comparative law for the Journal that the advisor to the certificate program agrees is the equivalent of a seminar paper.
2. Seminar in the international or comparative law area with a grade of C or higher.
3. Independent study paper on an international or comparative law topic with a grade of C or higher supervised by any two College of Law faculty members, but also approved by the advisor to the certificate program and an the associate dean.
4. Study Abroad Legal internship with a lawyer who specializes in foreign or international law approved by the advisor to the certificate program and the director of study abroad.

A student who satisfies the requirements of sections I, II and III (at least 14 hours) will receive a certificate in comparative and international law.

In individual cases, the advisor to the certificate program and an associate dean are authorized to modify the requirements of the Program if, in their collective judgment, such a modification is warranted.

## **APPENDIX G HEALTH LAW CERTIFICATE PROGRAM**

**Advisor: Professor Karen Grundy**

TU College of Law offers the Certificate in Health Law to students who satisfactorily complete 18 hours in formally approved Health Law Certificate (HLC) program courses with an average grade of C+ or higher and no grade below C in designated Health Law Certificate courses. Designated HLC courses shall be determined by the Director of the HLC Program after conferring with each student HLC candidate. Any student who wishes to become a candidate for the HLC must register for the HLC program no later than registering for his/her final semester of law school.

### **Required Core Courses**

An HLC candidate shall complete a minimum of six credit hours consisting of at least three courses. A minimum of one course shall be chosen from each of the two sub-categories below:

#### **Basic Health Care Law**

- LAW 5972-3 Seminars (2-3 hours)
- Pre-approved by the Director of the HLC Program.
- LAW 6083 Health Law (3 hours)
- LAW 5772 Elder Law (2 hours)

#### **Advanced Torts, Biomedical Ethics, Law and Policy**

- LAW 5162-3 Advanced Torts (3 hours)
- LAW 5342 Social Security Disability Law (2 hours)
- LAW 6072 Forensic Psychology in Civil and Criminal Law (2 hours)

#### **Health Law Practice Skills**

An HLC candidate shall complete a minimum of four credit hours consisting of at least two courses. The courses shall be chosen from any two of the three sub-categories below:

### **Client Interviewing/Negotiation Skills**

- LAW 5633 Introduction to Alternative Dispute Resolution (3 hours)
- LAW 5833 Arbitration (3 hours)
- LAW 5152 Interviewing, Counseling and Negotiation (2 hours)
- LAW 5822 Mediation (2 hours)

### **Advocacy/Litigation Skills**

- LAW 5302 Evidence Workshop (2 hours)
- LAW 5493 Trial Practice (3 hours)

### **Legal Drafting/Writing Skills**

- LAW 5632 Estate Planning (2 hours)
- Independent research paper on health law-related subject approved by the director as fulfilling HLC credits.
- Seminar or law journal paper on health law-related subject approved by the director as fulfilling HLC credits; the seminar cannot duplicate requirements for Required Core Courses above.

### **Administrative, Employment, Business, and Related Courses**

An HLC candidate shall complete a minimum of four credit hours consisting of at least two courses. The courses shall be chosen from any two of the three sub-categories below:

#### **The Employment Setting**

- LAW 5573 Employment Discrimination Law (3 hours)
- LAW 5893 Employment Law (3 hours)

#### **Public Health, Safety and Administration**

- LAW 5213 Administrative Law (3 hours)
- LAW 5443 Environmental Law (3 hours)
- LAW 5373 Legislation (3 hours)

### **Business Organizations, Finance and Taxation**

- LAW 5393 Agency and Partnership (3 hours)
- LAW 5654 Basic Corporate Law (4 hours)
- LAW 5233 Creditors' Rights and Bankruptcy (3 hours)
- LAW 5583 Selling and Leasing Goods (3 hours)
- LAW 5253 Secured Transactions (3 hours)

### **Law and Society**

An HLC candidate shall complete a minimum of two credit hours consisting of at least one course chosen from either sub-category below:

#### **The Individual and Society**

- LAW 6004 Family Law (4 hours)
- LAW 5313-MB Family Law (3 hours)
- LAW 5313-EH Family Law (3 hours)
- LAW 5212 Juvenile Law (2 hours)
- LAW 5622 Sex Crimes (2 hours)

#### **Historical, Jurisprudential or Economic Dimensions of the Law**

- LAW 5553 Federal Indian Law (3 hours)
- LAW 5363 International Law (3 hours)

### **Health Law Practice**

An HLC candidate shall complete a minimum of two credit hours chosen from sub-category below and subject to the approval of the Director:

### **Health Law Externship**

By arrangement with corporate counsel of nonprofit hospital system or governmental agency and approved in advance by the HLC Director.

### **Practice Related Credits**

- Judicial Internship encompassing significant exposure to health law cases; to receive credit toward the HLC, the internship shall be approved by the Director of the HLC program.
- Complete a practicum/independent research project in a health law related area approved by the Director of the HLC program; this project cannot duplicate the requirements for Legal Drafting/Writing Skills.

### **Advanced Competitions**

- Member of National Health Law Appellate Moot Court Team and enrolled for academic credit in LAW 5840-2 Advanced Competitions or
- Member of another national appellate moot court team which involves a problem specifically involving a health law issue and enrolled for academic credit in LAW 5840-2 Advanced Competitions .

### **Significant Law Journal/Law Review Work Encompassing Health Law**

Cannot duplicate other HLC credits.

#### **Note:**

In individual cases, the Director and the Associate Dean for Academic Affairs are authorized to modify the requirements of the program if, in their collective judgment, such a modification is warranted.

## 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 – Decedents’ Estates & Trusts; Taxation of Estates, Trusts & Gifts  
Evidence Workshop – Evidence  
Family Law (MB) – Civil Procedure II  
Immigrants’ Rights Project, Boesche Legal Clinic – Professional Responsibility  
Law Office Management – 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  
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  
Estate Planning – Federal Income Taxation, Professional Responsibility

Expert Evidence - Evidence

Forensic Psychology in Civil & Criminal Law – Criminal Law

Remedies – Contracts, Torts, Civil Procedure I

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

**APPENDIX I**  
**TRANSNATIONAL COURSES**

Transnational

DL Tribal Economic Development

DL Tribal Government

Family Law in the World Community

Federal Indian Law

Immigration Law

Immigrants' Rights Project – Boesche Legal Clinic

International Business Transactions

International Energy and Natural Resources Law

International Environmental Law

International Law

International Petroleum Transactions

Native American Natural Resources

Participation in a Program Abroad

(Enrollment upon approval of the Director and the Associate Dean of Students)

## 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 semester 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**

- A. The University of Tulsa College of Law 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 webpage: [http://www.americanbar.org/groups/legal\\_education/resources/standards.html](http://www.americanbar.org/groups/legal_education/resources/standards.html).
1. Any student who alleges that a significant problem directly implicates the College of Law's program of legal education and compliance with the ABA's Accreditation Standards shall complete a Student Complaint Form on the College's Website under Student Services, Academic Policies: [www.utulsa.edu/law](http://www.utulsa.edu/law). The complaint must identify the problem in sufficient detail to permit the Associate Dean for Student Affairs to investigate the matter, including the specific Accreditation Standard(s) at issue. The submission must also include the student's contact information, including name, home and email addresses, and phone number.
  3. Within two weeks after a complaint is received by the Associate Dean for Student Affairs, the Associate Dean for Student Affairs shall advise the student of any action the College of Law is taking to address the matter or any further investigation into the matter.
  4. Within ten 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. The decision of the Dean shall be final.
- B. Students may use the College of Law's Student Complaint Form on the website to voice concerns on questions as well.
1. Any student who has a student concern or question may complete a Student Complaint Form on the College's Website under Student Services, Academic Policies: [www.utulsa.edu/law](http://www.utulsa.edu/law). The complaint must identify the problem in sufficient detail to permit the Associate Dean for Student Affairs to investigate the matter. The submission must also include the student's contact information, including name, home and email addresses, and phone number.
  2. Within two weeks after a student concern/question is received by the Associate Dean for Student Affairs, the Associate Dean for Student Affairs shall advise the student of any action the College of Law is taking to address the matter.

**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 30th (for a fall semester exchange) or September 30th (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 Law Exchange Programme Coordinator at UCD School of Law, and the selected nominees will then be contacted by UCD with full instructions regarding how to complete the UCD application online and submit a current transcript to UCD. UCD requires that applications to study at UCD School of Law for the fall semester must be completed by mid-May and those for the spring semester must be completed by late October. 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.*

*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. If it is not practicable to schedule mid-term or other interim examinations outside of regular class meeting times, class time used for such examinations shall be made up so that the total amount of direct faculty instruction, exclusive of time spent in examinations, comports with 1.A.1 above.
    - 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 non-joint-degree College of Law student to enroll in a course in another college at The University of Tulsa, the Associate Dean of Student Affairs of the College of Law shall obtain a copy of the syllabus of course and written certification from the course instructor that it complies with Standard 310(b).
  - b. For non-law courses within the Joint 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).