

Important English Institute Policy Reminders

Students should consult the University of Tulsa English Institute Handbook and University Bulletin for a comprehensive list of University policies and procedures. But listed below are a few reminders of important English Institute policies.

Academic Honesty – The Institute shall abide by the policy in the University Bulletin which states:

“In keeping with the intellectual ideals, standards for community, and educational mission of the university, students are expected to adhere to all academic policies. Cheating on examinations, plagiarism, and other forms of academic dishonesty violate both individual honor and the life of the community, and may subject the students to penalties ranging from failing grades to dismissal. Academic misconduct also includes unauthorized or inappropriate use of university computers, vandalism of data files or equipment, use of computer resources for personal reasons unrelated to the academic and research activities of the university, plagiarism, violation of proprietary agreements, theft, or tampering with the programs and data of other users.”

Family Educational Rights and Privacy Act (FERPA) – The Congress of United States enacted into law the Family Educational Rights and Privacy Act (FERPA) on August 21, 1974. This act sets out requirements of educational institutions designed to protect the privacy of students and their records. In keeping with his law, the EIIS will not give out information regarding a student’s grades or progress without the written permission of that student.

Late Arrival/Early Withdrawal – Our sessions are eight weeks long. Any special arrangements for the late arrival or early withdrawal from the program must be made with the Assistant Dean of International Student Services (ISS) *before* the session begins. Refunds for early withdrawal will be given only for student illness or family emergency according to university policies.

Gift Giving – Tokens of a personal nature or of a value of more than \$10.00 US dollars cannot be accepted. Inexpensive items that are representative of a country or culture can be donated to the EIIS and will, space permitting, be displayed proudly.