



THE UNIVERSITY OF TULSA  
COLLEGE OF LAW

**Policies and Regulations**

**Student Handbook**

**2011-2012**

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## STATEMENT OF PURPOSE

The College of Law Student Handbook is intended to provide you with important information to assist you in your daily life as a law student. Of particular importance are the College of Law Policies and Regulations and the College of Law Student Honor Code. These documents apply to all full-time and part-time students of the College of Law.

The College of Law Student Handbook is not intended to replace the University Student Handbook or supersede any University policy or regulation contained therein. Students should refer to the University Student Handbook for a complete description of university services, resources, and policies. These policies apply to all TU students. The University Student Handbook may be found at <http://www.utulsa.edu/studentaffairs>.

For an interpretation of any College of Law or University policy, please check with the Associate Dean of Students for the College of Law, the Associate Dean of Academic Affairs for the College of Law, or the Dean of Students for the University.



## THE UNIVERSITY OF TULSA COLLEGE OF LAW

### **Preamble**

The University of Tulsa College of Law values its position within an excellent, private, doctoral-degree-granting University, and its partnerships with the community, the bench and bar, tribal nations and foreign institutions.

### **MISSION STATEMENT**

The University of Tulsa College of Law prepares students from diverse backgrounds to excel in the legal profession through an intellectually rigorous program that promotes these core values: excellence in scholarship, dedication to free inquiry, integrity of character, professionalism, and commitment to humanity.

# UNIVERSITY STUDENT HANDBOOK

The University Student Handbook can be found at <http://www.utulsa.edu/studentaffairs>. The College of Law Student Handbook is not intended to replace the University Student Handbook or supersede any University policy or regulation contained therein.

# FACULTY DIRECTORY

Faculty/Staff Directory: <http://www.law.utulsa.edu/directory>

**The University of Tulsa College of Law  
Policy and Regulations  
As Amended through August 31, 2011**

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**The University of Tulsa College of Law  
Policy and Regulations  
As Amended through August 31, 2011**

**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.

\* New federal financial aid rules require students to maintain satisfactory academic progress (SAP) to remain eligible to receive federal financial aid and loans. Students must complete and pass 75% of the credit hours in which they are enrolled on the first day of class. To satisfy this rule, students must pass and complete 9 credit hours of course work each semester they are a full-time student (students enrolled in 12 to 16 credit hours), 6 credit hours if they are enrolled in 8-11 credit hours, and 5 credit hours if they are enrolled in 6-7 credit hours. The requirement is cumulative. Full-time students must have completed and passed a total of 9 credit hours after their first semester, 18 credit hours after their second semester, 27 credit hours after their third semester, etc. A part-time student who was enrolled in 6 credit hours in his first semester and 10 credit hours in his second semester must have completed and passed 5 credit hours at the end of the first semester and 11 credit hours after the end of the second semester. As a consequence, a grade of F jeopardizes students' abilities to comply with this SAP standard, especially if in subsequent semesters students withdraw from courses on or after the date when they no longer can receive a full tuition reimbursement (See II.B.3.a. below). For further information, contact Vick Hendrickson at [vicki-hendrickson@utulsa.edu](mailto:vicki-hendrickson@utulsa.edu).

**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. Academic credit is not awarded for any course in which the recorded grade is I (Incomplete). The grade of I is not a passing grade.

b. 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.

c. A student who receives a grade of I for failure to fulfill course requirements during the semester for which he/she is enrolled in the course must fulfill those course requirements by the last day of classes in the following semester (excluding summer sessions) unless otherwise approved by the course instructor and a dean. A student who fails to meet course requirements by the date will receive a grade of F for the course.

d. Before a grade of I is recorded in a transcript, the course instructor must file with the dean a signed statement, a copy of which is to be placed in the student's file and a copy of which is to be given to the student. The student must describe:

- i. Why a student failed to fulfill course requirements; the steps to be taken by student to remove the grade of I; and the time within which the student must remove the grade of I.
- ii. The student must sign the statement in acknowledgement that he/she understands why a grade of I is being given and that he/she agrees to the requirements of the grade of I.

iii. If the student refuses to sign the statement, or circumstances make signing impossible or impracticable at the time the grade of I is sought to be recorded, the reasons for the absence of the student's signature will be noted on the statement and will be called to the attention of the dean.

#### 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 included, but are not limited to: Advocacy Competitions, Law Journals, Federal Court Internship, State Court Internship, or any College of Law Internship or Externship in which academic credit is granted. Clinical courses offered through the Boesche Legal Clinic are not considered non-classroom courses.

Subject to the approval of a dean (the Dean, Vice Dean or Dean of Students), a student not subject to the 2.5 Rule who enrolls in faculty-approved semester long field placement programs may earn up to 18 hours of academic credit in non-classroom academic activities. Note: the addition of 6 credit hours is limited to those situations in which a student enrolls in a semester long field study program and by doing so exceeds the 12 credit hours on non-classroom credit.

#### 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/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 during any academic year in an approved interscholastic competition, unless the following requirements are satisfied. A student may receive two credit hours for one competition in an academic year, 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 Advocate 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. A student may enroll in no more than nine credit hours of clinic during the student's academic career.

## 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/fail (H/P/F) basis.
2. In courses graded on an H/P/F basis, students should receive an F if they performed below a C level and they should receive an H if they performed at or above the B+ level.
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-, B+, B	30-40%
B-, C+	20-35%
C,C-,D+, D,D-,F	25-40%

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 has adopted a curve (or grading practice) for upper division courses that recommends that 30-60% of grades be in the A-B range (i.e., A, A-, B+, B, B-). This suggested grading distribution will act as a guideline 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/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/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/fail system may be used.

- Advanced Trial Practice
- Arbitration
- Evidence Workshop
- 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

1. Students must take 88 hours of academic credit to graduate. This is the equivalent of 61,600 minutes of instruction time. At least 45,000 of these minutes (the equivalent of 65 hours of academic credit) shall be by attendance in regularly scheduled class sessions at the College of Law.

NOTE: In calculating the 45,000 minutes of "regularly scheduled class sessions", 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;
- (b) coursework for which a student receives credit toward the J.D. degree that is work done in a foreign study program that qualifies ABA Standards;
- (c) 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
- (d) in a College of Law clinical course, the minutes allocated for clinical work 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 45,000 minutes of "regularly scheduled class sessions", the time may not include any other coursework including, but not limited to:

- (a) Federal or State Court Judicial Internships or any College of Law 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.

2. 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.

3. No student may be enrolled at any time in coursework that, if successful 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.

4. 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.

5. 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.

6. 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.

## **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. Required consultation for second-semester, first-year students.  
First-year students with a 2.5 cumulative GPA or below at the end of the fall semester must meet with the coordinator for academic and bar support and/or the assistant dean for student affairs to discuss spring 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.

\* New federal financial aid rules require students to maintain satisfactory academic progress (SAP) to remain eligible to receive federal financial aid and loans. Students must complete and pass 75% of the credit hours in which they are enrolled on the first day of class. To satisfy this rule, students must pass and complete 9 credit hours of course work each semester they are a full-time student (students enrolled in 12 to 16 credit hours), 6 credit hours if they are enrolled in 8-11 credit hours, and 5 credit hours if they are enrolled in 6-7 credit hours. The requirement is cumulative. Full-time students must have completed and passed a total of 9 credit hours after their first semester, 18 credit hours after their second semester, 27 credit hours after their third semester, etc. A part-time student who was enrolled in 6 credit hours in his first semester and 10 credit hours in his second semester must have completed and passed 5 credit hours at the end of the first semester and 11 credit hours after the end of the second semester. As a consequence, a grade of F jeopardizes students' abilities to comply with this SAP standard, especially if in subsequent semesters students withdraw from courses on or after the date when they no longer can receive a full tuition reimbursement (See II.B.3.a. below). For further information, contact Vick Hendrickson at [vicki-hendrickson@utulsa.edu](mailto:vicki-hendrickson@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 who violates this requirement is subject to transfer by a dean to a part-time program.

#### D. Enrollment in College of Law Summer Study Abroad Programs

1. Any student whose GPA is below 2.0 at the end of the student's first semester will not be permitted to enroll in a summer study abroad program offered by the College of Law. If that student's cumulative GPA is 2.0 or above at the end of the student's second semester, the student will be permitted to enroll in any program still available. If the student's cumulative GPA is below 2.3 at the end of the second semester, the student will be subject to the restriction in Part 2 below.
2. Any student whose GPA is below 2.3 at the time of enrollment in the first 4-week summer study abroad program will only be allowed to enroll in 4 hours of credit. If after receipt of second-semester grades, a student's cumulative GPA is below 2.3, the student may not enroll for more than 4 hours of credit in any other summer study abroad program.

### 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 Business Office. The University shall follow federally mandated refund schedules as they apply. 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%

2. Summer session – refund based upon prorated percentage of hours completed calculated in accordance with formula used for regular semesters. 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 Reasoning & Analysis	2 hours
Legal Writing I	2 hours
Legal Writing II	2 hours
Professional Responsibility	2 or 3 hours
Property	4 hours
Torts	4 hours

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

\*\* Effective for students beginning their legal studies in fall 2010.

2. In addition to the required courses listed in IV.A.1., students shall participate in annual Professionalism requirements sponsored by the Professional Development Office each academic year that he or she is enrolled in law school, unless alternative arrangements are made to the satisfaction of the dean, or the dean's designee. This is a non-credit bearing graduation

requirement. Students will not be allowed to enroll in a subsequent academic year unless they have fulfilled the Professionalism requirements. 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 two courses to complete the Perspective and Transnational requirement, one perspective course and one transnational course from the list of courses in Appendix O of this document. At least one of those courses must be taken by the time specified:

a. Full-time students must complete at least one of these courses no later than the end of the summer of their second year of law school;

b. Part-time students must complete at least one of these courses no later than the end of the fall of their third year of law school.

4. Beginning with the 2007-2008 entering class, each student 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 Torts (Professor Yasser's section only)

Advanced Trial Practice

Arbitration

Evidence Workshop

Immigration Law Clinic and other Legal Clinic Courses

Introduction to Alternative Dispute Resolution

Interviewing, Counseling and Negotiating

Law Office Management

Mediation

Pretrial Practice

Real Estate Transactions

Social Security Disability Law

Sports Law

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/fail courses.

All instructors teaching the following courses must include substantial professional skills components and engage each student in skills performances that are assessed by the instructor, in compliance with ABA Standard 304(4) and Interpretations 302-2 and 302-3:

Evidence Workshop  
 Interviewing, Counseling and Negotiating  
 Mediation  
 Pretrial Practice  
 Real Estate Transactions  
 Trial Practice

5. Each student must take at least one seminar of at least two credit hours and complete a substantial written research paper for the seminar. A student who completes the requirements for a certificate of participation in either of our two law journals will satisfy the seminar requirement if:

- a. the student has a note or comment published; or
- b. the editor in chief of the respective journal, with the approval of the faculty advisor, certifies that an article written for the journal by the member is substantially equivalent to a seminar paper.

See Appendix B for seminar guidelines. See appendix O for guidelines regarding use of student law journal articles.

6. 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 II	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		
Reasoning/Analysis.	2 hrs	Legal Writing I	2 hrs		
<b>TOTAL</b>	<b>14 hrs</b>	<b>TOTAL</b>	<b>16 hrs</b>		

Part-time students must receive approval for their sequence of required courses from the Assistant 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. Students whose grade point average puts them in a high risk category will be strongly urged to participate, but their participation, too, is voluntary except as otherwise provided by the Faculty in individual cases. See Part II.A.3, requiring consultation with the ASP coordinator or the Assistant Dean for Student Affairs for students whose first-semester GPA is below 2.5.

6. All Students with a cumulative GPA of 2.5 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 course required)

Basic Corporate Law  
Constitutional Law II  
Decedents’ Estates & Trusts  
Secured Transactions  
Selling & Leasing of Goods

BLOCK B (any two courses required)

Administrative Law  
Advanced Torts  
Agency & Partnership  
Criminal Procedure: Police Practice  
Family Law  
Federal Taxation, or Taxation of  
Estates, Trusts & Gifts

A dean has the discretion to develop a required curriculum from BLOCK A and BLOCK B for any student with a GPA of 2.5 or below.

**B. Prerequisite Courses**

For prerequisite courses and suggested prerequisites, see Appendix N.

**C. Certificate Programs**

The faculty has approved several certificate programs, the requirements of which are set forth in Appendices F through M. 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. 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, provided that the transfer credits comply with American Bar Association standards.
2. Transfer of academic credit for courses in which a passing grade was received may be discretionary with a dean.
3. In the case of a regularly enrolled student of this College taking courses at another law school, all courses taken shall appear on the student's permanent record 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.

To determine GPA for academic standing (see Part VIII) the grade received (or the nearest equivalent of that grade at this College, as determined by a dean) in all hours attempted shall be utilized.

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

4. 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.

5. 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/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/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 and Financial Aid 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 and Financial Aid 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.

## **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 the 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 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 dean for student affairs.

b. Upon receiving the petition the professor must, within fourteen days, provide both the student and the assistant 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 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 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.

## **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

1. 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, with the following exception:

a. If a student's GPA was at or above 2.0 at the end of the previous fall semester, and the student does not learn that he or she has been dismissed under Section A until after the student is attending classes in a University of Tulsa summer session, either on campus or abroad, the student must elect one of the following options within a reasonable time after being notified of the dismissal:

i. The student may complete those courses in which the student is already enrolled and which have begun at the time the student learns of the dismissal. If

the student is readmitted on probation during that summer, the student may earn the credit hours and residency hours for those courses which the student successfully completes, on an honors/pass/fail basis. The student may not earn a grade other than honors/pass/fail for those courses. If the student elects this choice, and the student is not readmitted on probation, no tuition for summer courses taken through The University of Tulsa will be refunded to the student. The student may not earn any credit, residency hours, or grades for summer courses that have not yet begun at the time the student learns of the dismissal, and must withdraw from such courses.

ii. The student may withdraw from all summer courses, and tuition for any University of Tulsa summer courses shall be refunded.

b. If a student's GPA was at or above 2.0 at the end of the previous fall semester, and the student does not learn that he or she has been dismissed under Section A until after the student is attending classes in a summer session offered by a law school other than The University of Tulsa, the student may earn the credit hours and residency hours for those courses which the student successfully completes, on an honors/pass/fail basis, if the student is readmitted on probation during that summer. The student may not earn any credit, residency hours, or grades for summer courses that have not yet begun at the time the student learns of the dismissal.

2. A student who elects to withdraw during his or her second term in residence because the student's GPA was below a 2.0 at the end of the first term shall receive a refund of the second term's tuition, provided the election to withdraw is made within two weeks of receipt of all first-term grads. A dean shall have discretion to grant a further extension of time under exigent circumstances.

## **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: to be completely frank and to disclose in the petition all facts and circumstances that have any bearing whatever 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: 1) each term, the student must meet with an associate dean 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 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 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 and Financial Aid 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 dean for student affairs. Petitioners must also email a copy of the petition to the assistant 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 dean for student affairs within one month after the occurrence of the event. If such information is not timely disclosed, 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 and Financial Aid Committee and the assistant 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 committed to employment policies and procedures which prohibit discrimination in the hiring process on the basis of age, color, ethnic or national origin, gender, handicap, marital status, race, religion, sexual orientation, or status as a veteran.

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

1. Any person who believes that a prospective employer has acted in a manner inconsistent with the stated policies should promptly inform the assistant dean for professional development.
2. The assistant 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 dean for professional development the following confidential information in writing: the interviewer's name, the employer and location, the date of the interview, 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 dean for professional development, in consultation with the employer, will seek an explanation of the alleged practices. The assistant 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 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 our 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 for a stated period of time. In addition, the Professional Development Committee may recommend to the director of the internship program the denial of internship privileges to the employer.
7. The assistant 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 career services, 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 decision on the request. 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 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 without the approval of the professor.

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 dean for student affairs. Requests for special arrangements must be made to the assistant dean for student affairs by a date determined by the assistant 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 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 dean for student affairs (918-631-3990) as soon as practical after the illness or personal emergency arises.
- (2) Submit to the assistant dean for student affairs, as soon as practical, a medical certificate or other extrinsic evidence verifying the problem.
- (3) Submit to the assistant 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 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.

## 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. 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

Students should report to the designated exam room no later than five minutes prior to the commencement of the exam. Students who are taking an exam on computer must report to the designated exam room no later than 20 minutes prior to the commencement of the exam.

No papers, textbooks, notes, computers, or other materials are permitted in the examination room except to the extent allowed by the professor administering the examination. 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 or the typing rooms. Extra time for purposes of getting from one room to another is permitted only at the discretion of the professor.

## 5. Procedures During Each 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. Students are requested to refrain from the use of alarm watches or other devices which would distract other students.

Cell phones, smart phones, personal digital assistants, pagers and all other electronic devices must be turned off and stowed and may not be used during an examination inside or outside the classroom. Students who do not adhere to this policy may be subject to disciplinary proceedings or academic sanctions. If a student anticipates an emergency call during an exam, he or she must notify a dean or Front Office staff member before the exam and instruct callers to contact a dean or Front Office staff member in an emergency. Personal computers may be used during the exam only as authorized by the respective professor, according to Appendix A, Section III, (2).

Students may leave the room during the examination for rest room and canteen purposes only.

Should a student find what appears to be a mistake in the examination, the student should immediately notify the professor administering the examination. Should the professor be unavailable, the student should report to the Front Office and request to speak with the dean on duty.

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.

## 6. Post-Examination Procedures

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 professor or the 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**

### **SEMINAR GUIDELINES**

The purpose of seminars at The University of Tulsa College of Law is to provide a meaningful upper class writing experience. The faculty of the College of Law expect each seminar 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 seminar 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 for the seminar.
2. Faculty members teaching seminars should provide significant feedback to students regarding the paper or papers required for the seminar. This feedback should include comments and suggestions concerning the students' drafts. The comments may be delivered orally and/or in writing.
3. Faculty members teaching seminars 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. 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 in the seminar.
5. If a professor requires more than one paper in a seminar, 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 seminar 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 for seminars should indicate the nature of the written product that will be required for the seminar.

## **APPENDIX C FEDERAL COURT INTERNSHIP**

### **A. Federal Court Judicial Internships**

College of Law students may serve as Judicial Interns in the following Federal Courts in Oklahoma (students may serve as Judicial Interns in Federal Courts in other jurisdictions as well – see Section I):

1. United States District Court, Northern and Eastern Districts of Oklahoma (not more than 2 students per Judge or 1 per Law Clerk, whichever is greater, may participate each semester);
2. United States Bankruptcy Court, Northern and Eastern Districts of Oklahoma (not more than 2 students per Bankruptcy Judge or 1 per Law Clerk, whichever is greater, may participate each semester); and
3. United States Magistrate Judges, Northern and Eastern Districts of Oklahoma (not more than 2 students per Magistrate Judge or 1 per Law Clerk, whichever is greater, may participate each semester).

### **B. Purpose**

A significant purpose of the Federal Court Judicial Internship Program is to provide students with court supervised educational experiences unavailable in the traditional law school setting. These experiences include:

1. Legal research;
2. Legal writing (e.g. memoranda and court orders on motions); and
3. Observation and analysis of pretrial and trial practice and procedure (e.g., pretrial conferences, motion hearings and trials).

### **C. Supervision at the Court**

All acts of a Federal Court Judicial Intern shall be under the direction and supervision of a Judge and the Judge's Law Clerk. A federal Court Judicial Intern shall have the responsibilities that have been assigned to him/her by the Judge and the Judge's Law Clerk.

### **D. Monitoring Federal Court Judicial Internships**

During the semester, the Director of the Judicial Internship Programs shall monitor each Federal Court Judicial Internship to determine:

1. Whether the Intern is receiving the educational experiences and the supervision listed under sections B and C above; and
2. Whether the intern is performing his/her assigned responsibilities.

At the completion of the semester, the Judge must certify that each Federal Court Judicial intern under the Judge's supervision has:

1. Received the educational experiences and the supervision required under sections B and C above; and
2. That the Intern has satisfactorily performed his/her assigned responsibilities.

### **E. Application Procedure**

Several weeks prior to registration for the next term, an announcement is posted inviting those interested in a Federal Court Judicial Internship to submit applications. To apply, a student must submit a completed application form as supplied by the Front Office to the Director of the Judicial Internship Programs. After a Judge has selected a student as his/her Judicial Intern, the student must enroll for the appropriate Federal Court Internship as well as for the Judicial Internship course component.

### **F. Prerequisites**

Federal Court Judicial Internships have the following prerequisites:

1. Students must have completed one year of law school with at least a 2.0 GPA; however, Supervising Judges may impose other or additional co or prerequisites and GPA requirements; and
2. Judicial Interns at the United States Bankruptcy Court must have completed a course on Article 9 of the Uniform Commercial Code (Secured Transactions).

### **G. Federal Court Judicial Internship Credit**

Students will earn 1 credit hour for every 45 hours worked for the Court. Hours may include time spent at the Court on internship-related research. All work must be performed during the semester in which credit is sought. To receive credit, a student must have been enrolled in the appropriate Federal Court Internship before the work was performed and must complete the Judicial Internship Course component. Credit for Federal Court Judicial Internship shall be honors/pass/fail. A five to ten page, double-spaced paper will be due at the end of the semester and must be submitted before credit can be received for the course.

### **H. Restrictions**

The following restrictions apply:

1. A student may not apply more than 12 hours of academic credit in non-classroom courses toward fulfillment of degree requirements. A student may not apply more than 12 hours of academic credit in a Federal Court Judicial Internship toward degree requirements and may not enroll in more than 3 credit hours of Federal

Court Judicial Internship per semester. Other non-classroom courses to which the 12 hour restriction applies include, State Court Judicial Internships (same restrictions), externships, approved field placements, competitions and law review/law journal;

2. A student may not enroll in more than 1 clinical program per semester; and
3. A student may not participate in the Federal Court Judicial Internship Program while working as a Law Clerk, Legal Intern or State Court Judicial Intern. The student may not be otherwise employed in the semester(s) in which he/she is a Federal Judicial Intern.

## **I. Summer Federal Court Judicial Internships**

The Director of the Judicial Internship Programs may approve requests for summer Federal Court Judicial Internships in any jurisdiction provided the Director determines that the student will have the opportunity to receive an educational experience that is equivalent to the educational experience available to Federal Court Judicial interns under these rules.

If the Judicial Internship course component is not offered over the summer, or if the student receives a Federal Court Judicial Internship in another jurisdiction, the student may take the course component in the Academic Year semester just before or immediately following his/her internship.

## **APPENDIX D STATE COURT JUDICIAL INTERNSHIPS**

### **A. State Court Judicial Internships**

College of Law students may serve as Judicial Interns in the following State Courts in Oklahoma (students may serve as Judicial Interns in State Courts in other jurisdictions as well – see Section I):

1. District Court of Tulsa County and adjoining counties (a number of students equal to the number of District Court Judges may participate each semester);
2. Juvenile Bureau of the District Court, Tulsa County; and Oklahoma Court of Civil Appeals (not more than 6 students may participate each semester).

### **B. Purpose**

A significant purpose of the State Court Judicial Internship Program is to provide students with court supervised educational experiences unavailable in the traditional law school setting. These experiences include:

1. District Court of Tulsa County and adjoining counties
  - a. Undertaking legal research;
  - b. Undertaking legal writing; and
  - c. Observing and analyzing pretrial and trial practice and procedure.
2. Juvenile Bureau of the District Court, Tulsa County
  - a. Undertaking legal research;
  - b. Observing jury and non-jury trials and detention and review hearings;
  - c. Reviewing upcoming case files and advising the Judge about the status of the cases; and
  - d. Viewing placement facilities and meeting with placement personnel.
3. Oklahoma Court of Civil Appeals
  - a. Undertaking legal research;
  - b. Undertaking legal writing (e.g. memoranda and opinions); and
  - c. Observing and analyzing appellate practice and procedure.

### **C. Supervision at the Court**

All acts of a State Court Judicial Intern shall be under the direction and supervision of a Judge of the District Court and Juvenile Bureau or under the supervision of a Judge and the Judge's Law Clerk for the Oklahoma Court of Civil Appeals. A State Court Judicial Intern shall have the responsibilities that have been assigned to him/her by the judge.

## **D. Monitoring the State Court Judicial Internships**

During the semester, the Director of the Judicial Internship Programs shall monitor each State Court Judicial Internship to determine:

1. Whether the Intern is receiving the educational experiences and the supervision listed under sections B and C above; and
2. Whether the Intern is performing his/her assigned responsibilities.

At the completion of the semester, the Judge must certify that each State Court Judicial Intern under the Judge's supervision has:

1. Received the educational experiences and the supervision required under sections B and C above; and
2. That the Intern has satisfactorily performed his/her assigned responsibilities.

## **E. Application Procedure**

Several weeks prior to registration for the next term, an announcement is posted inviting those interested in a State Court Judicial Internship to submit applications. To apply, a student must submit a completed application form as supplied by the front office to the Director of the Judicial Internship Programs. After a Judge has selected a student as his/her Judicial Intern, the student must enroll for the appropriate State Court Internship as well as for the Judicial Internship course component.

## **F. Prerequisites**

State Court Judicial Internships are open to students who have completed one year of law school with at least a 2.0 GPA. However, the Judges may impose other prerequisites, including GPA or course requirements.

## **G. State Court Judicial Internship Credit**

Students will earn 1 credit hour for every 45 hours worked for the Court. Hours may include time spent at the Court and on internship-related research. All work must be performed during the semester in which credit is sought. To receive credit, a student must have been enrolled in the appropriate State Court Internship before the work was performed and must complete the Judicial Internship course component. Credit for a State Court Judicial Internship shall be honors/pass/fail. A five to ten page, double-spaced paper will be due at the end of the semester and must be submitted before credit can be received for the course.

## **H. Restrictions**

The following restrictions apply:

1. A student may not apply more than 12 hours of academic credit in non-classroom courses toward fulfillment of degree requirements. A student may not apply more than 12 hours of academic credit in a State Court Judicial Internship toward degree requirements and may not enroll in more than 3 credit hours of State Court Judicial Internship per semester. Other non-classroom courses to which the 12 hour restriction applies include, Federal Court Judicial Internships (same restrictions), externships, approved field placements, competitions and law review/law journal.
2. A student may not enroll in more than 1 clinical program per semester; and
3. A student may not participate in the State Court Judicial Internship Program while working as a Law Clerk, Legal Intern or Federal Court Judicial Intern. The student may not be otherwise employed in the semester(s) in which he/she is a Judicial Intern.

### **I. Summer State Court Judicial Internships**

The Director of the Judicial Internship Programs may approve requests for summer State Court Judicial Internships in any jurisdiction, provided the Director determines that the student will have the opportunity to receive an educational experience that is equivalent to the educational experience available to State Court Judicial Interns under these rules.

If the Judicial Internship course component is not offered over the summer, or if the student receives a State Court Judicial Internship in another jurisdiction, the student may take the course component in the Academic Year semester just before or immediately following his/her internship.

## **APPENDIX E TRIBAL COURT JUDICIAL INTERNSHIP**

### **A. Tribal Court Judicial Internship**

1. College of Law students may serve as Judicial Interns in the Muscogee (Creek) Nation District Court for the Hon. Patrick E. Moore.

### **B. Purpose**

A significant purpose of the Tribal Court Judicial Internship Program is to provide students with court supervised educational experiences unavailable in the traditional law school setting. These experiences include:

1. Undertaking legal research;
2. Undertaking legal writing (e.g. memoranda and court orders on motions);
3. Observing and analyzing pretrial and trial practice and procedure (e.g., pretrial conferences, motion hearings and trials);
4. Drafting legislation for the Intertribal Council of the Five Civilized Tribes.

### **C. Supervision at the Court**

All acts of a Tribal Court Judicial Intern shall be under the direction and supervision of Judge Moore and the Judge's Law Clerk. A tribal Court Judicial Intern shall have the responsibilities that have been assigned to him/her by the Judge and the Judge's Law Clerk.

### **D. Monitoring Tribal Court Judicial Internships**

During the semester, the Director of the Judicial Internship Programs shall monitor the Tribal Court Judicial Internship to determine:

1. Whether the Intern is receiving the educational experiences and the supervision listed under sections B and C above; and
2. Whether the Intern is performing his/her assigned responsibilities.

At the completion of the semester, the Judge must certify that each Judicial Intern under the Judge's supervision has:

1. Received the educational experiences and the supervision required under sections B and C above; and
2. That the Intern has satisfactorily performed his/her assigned responsibilities.

### **E. Application Procedure**

Several weeks prior to registration for the next term, an announcement is posted inviting those interested in a Tribal Court Judicial Internship to submit applications. To apply, a student must submit a completed application form as supplied by the Front Office to the Director of the Judicial Internship Programs. Additionally, the student must apply for the Judicial Internship course component. The course will be taught by Judge Moore at the Muscogee (Creek) Nation Complex, Mound Building.

## **F. Prerequisites**

Tribal Court Judicial Internship has the following prerequisites:

1. Students must have completed 1 year of law school with at least a 2.0 GPA; and
2. Have taken Federal Indian Law and have taken or are co-enrolled in Indian Gaming Law.

## **G. Federal Court Judicial Internship Credit**

Students will earn 1 credit hour for every 45 hours worked for the Court. Hours may include time spent at the Court and on internship-related research. All work must be performed during the semester in which credit is sought. To receive credit, a student must have been enrolled in the appropriate Tribal Court Judicial Internship before the work was performed and must complete the Judicial Internship Course component. Credit for a Tribal Court Judicial Internship shall be honors/pass/fail. A five to ten page, double-spaced paper will be due at the end of the semester and must be submitted before credit can be received for the course.

## **H. Restrictions**

The following restrictions apply:

1. A student may not apply more than 12 hours of academic credit in non-classroom courses toward fulfillment of degree requirements. A student may not apply more than 12 hours of academic credit in a Tribal Court Judicial Internship toward degree requirements and may not enroll in more than 3 credit hours of Tribal Court Judicial Internship per semester. Other non-classroom courses to which the 12 hour restriction applies include, Federal Court Judicial Internships (same restrictions), State Court Judicial Internships (same restrictions), externships, approved field placements, competitions and law review/law journal;
2. A student may not enroll in more than 1 clinical program per semester; and
3. A student may not participate in the Tribal Court Judicial Internship Program while working as a Law Clerk, Legal Intern, Federal Court Judicial Intern, or State Court Judicial Intern. The student may not be otherwise employed in the semester(s) in which he/she is a Judicial Intern.

## **I. Summer Tribal Court Judicial Internships**

The Director of the Judicial Internship Programs may approve requests for summer Tribal Court Judicial Internships in any jurisdiction, provided the Director determines that the student will have the opportunity to receive an educational experience that is equivalent to the educational experience available to Tribal Court Judicial Interns under these rules.

## **APPENDIX F LEGAL INTERNSHIP**

### Requirements for Legal Interns

1. Must have successfully completed not less than 45 credit hours toward the J.D. degree. The 45 credit hours must be completed before you can be eligible to receive a Limited License from the OBA.

2. Must have completed with a grade of “D” or higher the following courses:

Civil Procedure I and II  
Professional Responsibility  
Evidence

3. Must have and maintain at least a 2.0 cumulative GPA.

4. Must have an approved\* supervising attorney. (\*Supervisor must be approved by the Oklahoma Bar Association before the Student can be sworn in as an Intern.)

5. Must be enrolled in the following course to work as a licensed intern:

Law 5700 (Legal Intern Not for Credit)

6. All Licensed Legal Interns must prepare and submit Monthly Summary Reports until placed on inactive status or graduation.

7. Must be registered as a law student in Oklahoma with the Oklahoma Board of Bar Examiners or in one of the states that has reciprocity privileges with Oklahoma. Law students who did not apply in Oklahoma may apply nunc pro tunc. The nunc pro tunc procedure is both time-consuming (10 to 12 weeks) and costly (five hundred dollars).

8. Must pass the Legal Intern Examination and be sworn in.  
Application and Application Deadline:

Under the Rules of the Supreme Court of the State of Oklahoma on Legal Internship, all students who wish to secure the Legal Intern Limited License to Practice Law must submit an application to the Oklahoma Bar Association. That application must be received by the Bar no later than two weeks before the date of the Legal Intern Examination the student wishes to take. The exam dates are set by the Oklahoma Bar Association. The exam is offered five times a year at the College of Law. The application states the student has or will have completed all of the above requirements prior to the time the student expects to be sworn in as a Legal Intern. After the original application has been sent to the Bar Association, supplemental information will be sent by the College of Law as the student completes the necessary requirements. All necessary applications and copies of the Court’s Rules on Legal Internship can be obtained from the

Professional Development Office or online through the Professional Development Office website.

#### Legal Internship Examination:

1. Applicants who have not taken and passed the Multistate Professional Responsibility Examination (MPRE) or who have not received their MPRE scores by the date of the Legal Intern Examination must take the two-hour, 100-question Legal Intern Examination. Applicants who have passed the MPRE take the one-hour, 50-question Legal Intern Examination. A copy of the applicant's MPRE score must be presented to the Professional Development Office to exclude the student from the testing for Section B.
2. The two hour Oklahoma Bar Association Legal Internship Examination consists of objective multiple choice and true/false questions and covers the following topics:
  - a. The Oklahoma Rules of Professional Conduct
  - b. The Supreme Court Rules on Legal Internship
  - c. Regulations of the OBA Legal Internship Committee
3. The one hour Legal Internship Examination consists of objective multiple choice and true/false questions and covers the following topics:
  - a. The Supreme Court Rules on Legal Internship
  - b. Regulations of the OBA Legal Internship Committee
4. All examination topics for the one and two hour examination are found in Title 5 of the Oklahoma Statutes. The rules governing Legal Interns are also available in the packet of information referenced above.

## APPENDIX G NATIVE AMERICAN LAW CERTIFICATE

**Advisor: Professor Judith Royster**

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

**BLOCK 1:** Indian law curriculum. Students must complete Parts A, B *and* C.

A. Federal Indian Law

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

- Indian Gaming Law
- Native American and Indigenous Rights
- Native American Natural Resources Law
- Tribal Economic Development
- Tribal Government

C. A research paper requirement in Indian law, which 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. Unless the seminar is the American Indian Law Seminar, the seminar paper topic must be pre-approved by the Native American Law Certificate advisor in order to satisfy the research paper requirement.
- Completion of a case note or comment on a topic of Indian or indigenous law as a member of the Tulsa Law Review or the Energy Law Journal. The case note 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 (2) courses* from the following list of related courses offered regularly within the Law School or the University's Graduate School. In selecting from these related courses, students may not take more than one course outside the Law School.

A. Procedural and related courses

- Administrative Law
- Conflict of Laws
- Federal Courts

- B. Critical resource policy courses
  - Basic Oil and Gas
  - Environmental Law
  - International Environmental Law
  - Natural Resources & Environmental Law on Federal Lands
  - Water Law
- C. Other related Law School offerings
  - International Law
- D. Graduate School courses
  - Any other graduate course deemed appropriate by the Native American Law Certificate program director

**BLOCK III:** Practice skills and in-depth analytical skills. Students must choose *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 Indian law 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.
- An additional course from the Indian Law Curriculum (see 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.

In individual cases, the Director of this Certificate Program and the Vice Dean are authorized to modify the requirements of the Program if, in their collective judgment, such a modification is warranted.

## **APPENDIX H**

### **RESOURCES, ENERGY, AND ENVIRONMENTAL LAW CERTIFICATE (REEL)**

#### **Advisor: Professor Marla Mansfield**

The Resources, Energy, and Environmental Law (REEL) Certificate is awarded to students who meet the requirements of a total of 16-18 hours of required and elective courses. Courses not taught on a regular rotation are marked with an asterisk to the left of the course title.

The requirements are threefold:

I. Administrative Law or Legislation (3 hours)

II. Four courses from the following, with at least one from each block (12 hours)

BLOCK A (Energy/Regulatory): Basic Oil and Gas\*

Advanced Oil and Gas\*

International Energy and Natural Resources Law

State Administrative Law

BLOCK B (Resources):

Natural Resources & Environmental Law on Federal Lands\*\*

Water Law

Native American Natural Resources

Basic Oil and Gas\*

Advanced Oil and Gas\*

BLOCK C (Environmental Law):

Environmental Law

International Environmental Law (Seminar)\*\*\*

Land Use Controls

III. Advanced Study (1-3 hours)

#### **OPTIONS:**

1. Energy Law Journal certificate requirements met.
2. Tulsa Law Review certificate requirements met and student wrote a note or comment for the Journal on a natural resources, energy or environmental topic, and the Director of the certificate and the Academic Dean concur that the note or comment is the equivalent of a seminar paper.
3. Tulsa Journal of Comparative and International Law certificate requirements met and student wrote a note or comment for the Journal on a natural resources, energy or environmental topic, and the Director of the certificate and the Academic Dean concur that the note or comment is the equivalent of a seminar paper.

4. Completion of a seminar in the energy, resources, or environmental area with a grade of C or higher.
5. Completion of an Independent Study project with a grade of C or higher, the topic of the project having been approved by the Director of the certificate and the Academic Dean.
6. Participation for credit on the Pace Environmental Moot Court Team, or in another moot court competition deemed equivalent by the Director of the certificate and the Academic Dean.

TOTAL: 16-18 hours

In individual cases, the Director of this Certificate Program and the Vice Dean are authorized to modify the requirements of the Program if, in their collective judgment, such a modification is warranted.

\*Basic Oil and Gas and Advanced Oil and Gas may apply to the Resource or Energy Block at the election of the student, but not to both.

\*\*Natural Resources & Environmental Law or Federal Lands may apply to the Resources Block or Environmental Block at the election of the student, but not to both.

\*\*\*Seminar may apply to the Environmental Block or advanced study at the election of the student, but not to both.

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

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)
5. Native American & Indigenous Rights (3)

#### **Block B**

1. Conflict of Laws (2 or 3)
2. Additional hours from III (1-6)
3. Courses (not listed elsewhere) from the Argentina, London, Geneva, China, or other TU program or other ABA-approved program on international or comparative law (1-6)
4. University courses approved by two directors of CILC 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 Journal of Comparative and International Law Certificate requirements.
2. 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 two directors of CILC agree is the equivalent of a seminar paper.
3. Seminar in the international or comparative law area with a grade of C or higher.
4. Participation on the Jessup International Moot Court Team for credit.
5. 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 two directors of CILC.
6. Study Abroad Legal internship with a lawyer who specializes in foreign or international law approved by two directors of CILC and the director of the Legal Internship Program.

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 Director of this Certificate Program and the Vice Dean are authorized to modify the requirements of the Program if, in their collective judgment, such a modification is warranted.

## **APPENDIX J PUBLIC POLICY CERTIFICATE**

### **Advisor: Vice Dean Gary Allison**

The certificate program requires students to take courses from six (6) different groupings for a total of fifteen (15) to twenty (20) hours in public law courses. These groups are as follows:

- I. Core Courses (6 hours): one course from each group
  - A. The Administrative/Regulatory Setting

The following courses enable students to become familiar with the administrative process or regulatory justifications and methods.

- 1. Administrative Law
- 2. Regulated Industries\*
- 3. Environmental Law\*\*

- B. Other Course Sources of Public Law

These courses enable students to become familiar with international or domestic organic sources of public law and the techniques for interpreting them.

- 1. International Law
- 2. Legislation
- 3. Federal Indian Law
- 4. Tribal Government

- II. Economic and Resource Access Regulation (2 to 3 hours)

These courses enable students to understand a variety of regulatory concepts, including Market Failure Theory, Resources Economics, Cost/Benefit Analysis, or Service Quality Regulation.

- A. Antitrust Law
- B. Banking Law
- C. International Energy and Natural Resources Law
- D. Land Use Controls
- E. Regulated Industries\*
- F. Natural Resources & Environmental Law on Federal Lands
- G. Trademark Law and Unfair Trade Practices
- H. Water Law
- I. Social Security Disability Law
- J. Native American Natural Resources Law
- K. State Administrative Law
- L. Seminars in the above fields, upon approval of the Director.\*\*\*

III. Social Justice (3 hours)

These courses enable students to consider one or more tradeoffs affluent democracies must make to remain reasonable just and prosperous societies: Group Rights/Individual Rights; Individual Freedom/Public Safety; Equal Opportunity/Maximum Wealth Creation.

- A. Criminal Procedure: Police Practices
- B. Employment Discrimination
- C. Gender and the Law
- D. Labor Law
- E. Mental Health Disability Law
- F. Employment Law
- G. Sex Crimes \*\*\*\*
- H. Seminar: Law, Medicine and Ethics: Comparative and Transcultural Prospective \*\*\*\*\*
- I. Seminar: Race, Racism and American Law

IV. Protecting the Public's Health and Safety (2 to 4 hours)

These courses enable students to encounter one or more of the issues encountered by societies with limited resources that attempt to protect its citizens as much as possible from exposure to unreasonable risks of harm: Competitive risk Analysis; Deterrence/Rehabilitation Theories; Ethical Dilemmas caused by Tragic Choices

- A. Bioethics and the Law
- B. Criminal Procedure: Adjudication
- C. Environmental Law \*\*
- D. Sex Crimes \*\*\*\*
- E. International Environmental Law (course or seminar)
- F. Juvenile Law
- G. Workers Compensation
- H. Seminar Law, Medicine and Ethics: Comparative and Transcultural Perspectives \*\*\*\*\*
- I. Elder Law
- J. Comparative Bioethics & Law

V. Writing Credit (2 or 3 hours)

This requirement is designed to help students gain the internalized knowledge that comes only from struggling with a subject matter in the preparation of scholarly written work.

Writing Requirement (2 to 3 hours): The student will write a paper on a public policy topic, approved by the Director of the Certificate Program that

1. Qualifies him or her to receive a certificate from the Tulsa Law Journal, the Energy Law Journal, or the Tulsa Journal of Comparative and International Law;
2. Is published in the Tulsa Law Journal, the Energy Law Journal, or the Tulsa Journal of Comparative and International Law;

3. Fulfills his or her seminar requirement; or
4. Fulfills an independent study of 2 hours.

#### VI. Pro Bono Service Requirement

Applies only to students who first enter the College of Law during or after the summer or fall of 2007,

This requirement is designed to instill in, students the obligation of lawyers to contribute professional services without compensation to persons in need or nonprofit organizations that provide community services. To complete this requirement, the student must provide 20 hours of volunteer work for a nonprofit organization prior to graduation.

#### Avoiding Undue Overlap with the Other Certificate Programs

Students who are attempting to secure a REEL Certificate may take only one energy, environmental law, or natural resources law course among the courses listed in Groups II and IV. Students who are attempting to secure an International and Comparative Law Certificate may take only one Health Law course among the courses listed in Groups II and IV. Students who are attempting to secure a NALC Certificate may take only one Native American law course among the courses listed in Groups I, II, and III. These requirements will insure that students will have to take at least three (3) additional courses to secure both the Public Policy Certificate and another Certificate.

\* Regulated Industries is not offered on a regular rotation. When and if it is offered, it may satisfy the requirements of either I.A or II. At the election of the student, but not both.

\*\* Environmental Law may satisfy the requirements of either I. A or IV., at the election of the student, but not both.

\*\*\* A seminar approved for Block II may satisfy the requirements of either II. or V., at the election of the student, but not both.

\*\*\*\* Sex Crimes may satisfy the requirements of either III. or IV., at the election of the student, but not both.

\*\*\*\*\* This seminar may satisfy the requirements of either III. or IV., at the election of the student, but not both.

In individual cases, the Director of this Certificate Program and the Vice Dean are authorized to modify the requirements of the Program if, in their collective judgment, such a modification is warranted.

## **APPENDIX K**

### **HEALTH LAW CERTIFICATE PROGRAM**

**Advisor: Professor Marguerite Chapman**

The College of Law offers a Certificate in Health Law to students who satisfactorily complete eighteen (18) credits in formally approved Health Law Certificate Program (HLC) courses with an average grade of C+ or better 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 with the Director no later than registering for his/her final semester of law school.

I. Required Core Courses – A HLC candidate shall complete a minimum of six (6) credit hours consisting of at least three (3) courses. A minimum of one course shall be chosen from each of the two subcategories below:

A. Basic Health Care Law

1. Advanced Torts: Health Law [Course 5863]
2. Bioethics and the Law
3. Elder Law

B. Advanced Torts, Biomedical Ethics, Law & Policy

1. Advanced Torts [Course 5162 or 5163]
2. One of the following:
  - Domestic Violence and the Law
  - Mental Health Disability Law or
  - Social Security Disability Law

II. Health Law Practice Skills – A HLC candidate shall complete a minimum of four (4) credit hours consisting of at least two (2) courses. The courses shall be chosen from any two of the three subcategories set forth below:

A. Client Interviewing/Negotiation Skills:

1. Introduction to Alternative Dispute Resolution
2. One of the following:
  - Arbitration
  - Interviewing, Counseling, & Negotiation
  - Mediation

B. Advocacy/Litigation Skills:

1. Civil Appellate Practice & Procedure
2. Evidence Workshop
3. Pretrial Practice
4. Trial Practice

C. Legal Drafting/Writing Skills

1. Advanced Legal Writing
2. Estate Planning
3. Independent Research Paper on health law-related subject approved by the Director of the HLC program as fulfilling HLC credits.
4. Seminar or law journal paper on health law-related subject approved by the Director of the HLC program as fulfilling HLC credits; the seminar cannot duplicate requirements for Category I above.

III. Administrative, Employment, Business, & Related Courses – A HLC candidate shall complete a minimum of four (4) credit hours consisting of at least two (2) courses. The courses shall be chosen from any two of the three subcategories set forth below:

- A. The Employment Setting
  1. Employment Discrimination Law
  2. Employment Benefits Law
  3. Labor Law
  
- B. Public Health, Safety, and Administration
  1. Administrative Law
  2. Environmental Law
  3. Legislation
  4. Workers Compensation
  
- C. Business Organizations, Finance, & Taxation
  1. Agency and Partnership
  2. Antitrust Law\*
  3. Basic Corporate Law
  4. Creditors Rights and Bankruptcy
  5. Negotiable Instruments
  6. Selling & Leasing Goods
  7. Secured Transactions
  8. Taxation of Corporations and Shareholders
  9. Trademark and Unfair Trade Practices\*

IV. Law & Society – A HLC candidate shall complete a minimum of two (2) credit hours consisting of at least one (1) course chosen from either subcategory below:

- A. The Individual and Society
  1. Family Law
  2. Gender and the Law
  3. Immigration Law & Procedure
  4. Juvenile Law
  5. Native American & Indigenous Rights
  6. Sex Crimes

- B. Historical, Jurisprudential, or Economic Dimensions of the Law
  - 1. Federal Indian Law
  - 2. International Law
  - 3. Jurisprudence

V. Health Law Practice – A HLC candidate shall complete a minimum of two (2) credit hours chosen from either subcategory below and subject to the approval of the Director of the HLC program as fulfilling HLC requirements:

A. Health Law Externship (e.g., by arrangement with corporate counsel of nonprofit hospital system or governmental agency & approved in advance by the HLC directory);

B. Practice Related Credits

- 1. 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.
- 2. 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 Category II.C. above.

C. Advanced Competitions

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

D. Significant law journal/law review work encompassing health law  
[cannot duplicate other HLC credits].

In individual cases, the Director of this Certificate Program and the Vice Dean are authorized to modify the requirements of the Program if, in their collective judgment, such a modification is warranted.

\*courses offered on infrequent basis

## **APPENDIX L**

### **ENTREPRENEURIAL LAW CERTIFICATE PROGRAM**

Requirements: Students must satisfy the requirements of Sections I, II, III and IV. The courses in Section I will be offered at least once every academic year.

I. Mandatory Core Courses (All three courses are mandatory.)

1. Entrepreneurship (Management 7033) (to be cross-listed for law credit)
2. Basic Corporate Law (3 or 4 hours)
3. Agency and Partnership (2 or 3 hours)

Note: A full-time student generally should take Agency and Partnership and Basic Corporate Law during the second year and Entrepreneurship during the third year.

II. Elective Core Courses (Select any one of the following three courses. If more than one is selected, the additional course(s) may be applied to satisfy Section III below.)

1. Taxation of Corporations and Shareholders (3 hours)
2. Antitrust (3 hours)
3. Employment Law (3 hours) or Employment Discrimination (3 hours)
4. Labor Law (3 hours)

III. Elective Related Courses (Select any three of the following courses.)

1. Introduction to Alternative Dispute resolution (2 or 3 hours)
2. Mediation (2 or 3 hours)
3. Taxation of Corporations and Shareholders (3 hours, if not taken in satisfaction of

Section II above

4. Taxation of Estates, Trusts and Gifts (3 hours)
5. Trademark Law and Unfair Trade Practices (2 or 3 hours)
6. Workers' Compensation (2 hours)
7. Estate Planning (2 hours)
8. International Business Transactions (3 hours)
9. Intellectual Property Law (3 hours)
10. University or law courses related to entrepreneurial law approved by the Director of the

Entrepreneurial Certificate Program and a dean.

IV. Writing, Practice or Oral Advocacy Skills (One of the following is required.)

1. Independent Study Paper with a grade of C+ or higher supervised by two College of Law faculty members. (The topic of the paper must be approved for Section IV credit by the Director.)
2. Legal Internship (approved by the Director) with a lawyer who specializes in corporate or tax law.
3. Judicial Internship, for credit, with United States Bankruptcy Judge.

A student who satisfies the requirements of Sections I, II, III and IV will receive a Certificate in Entrepreneurial Law. A student should consult with the Director of the certificate program for advice about designing a program that meets the requirements for the certificate and satisfies the student's goals.

In individual cases, the Director of this Certificate Program and the Vice Dean are authorized to modify the requirements of the Program if, in their collective judgment, such a modification is warranted.

## **APPENDIX M**

### **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  
Advanced Torts – Torts  
Advanced Torts: Health Law – Torts  
Advanced Trial Practice – Trial Practice  
Bioethics – Torts  
Civil Procedure II – Civil Procedure  
Conflict of Laws: International and Domestic – Civil Procedure, Civil Procedure II, Constitutional Law  
Constitutional Law II – Constitutional Law  
Corporate Finance – Basic Corporate Law  
Decedents' Estates and Trusts – Property  
Energy Law Journal – Energy Policy: The REEL World  
Estate Planning – Decedent's Estates and Trusts; Taxation of Estates, Trusts and Gifts  
Evidence Workshop – Evidence  
Federal Courts – Civil Procedure; Constitutional Law  
Hazardous Substances Controls – Environmental Law  
Health Care Organization and Finance – Basic Corporate Law  
Individual Rights – Constitutional Law  
Legal Internship – Professional Responsibility, Evidence, Civil Procedure, Civil Procedure II  
Pretrial Practice – Civil Procedure  
Real Estate Transactions – Property  
Securities Regulation – Basic Corporate Law  
Taxation of Corporations and Shareholders – Federal Income Taxation  
Trial Practice – Evidence; Civil Procedure; 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 Courses Prerequisites

Antitrust Law – Administrative Law  
Creditors' Rights and Bankruptcy – Secured Transactions  
Decedents' Estates and Trusts – Evidence  
Environmental Law – Administrative Law

Estate Planning – Federal Income Taxation, Professional Responsibility  
Mental Health Disability Law – Criminal Law  
Regulated Industries: Energy and Natural Resources – Administrative Law  
Remedies – Contracts, Torts, Civil Procedure  
Taxation of Corporations and Shareholders – Basic Corporate Law  
Taxation of Estates, Trusts and Gifts – Decedents’ Estates and Trusts  
Trademark Law and Unfair Trade Practices – Administrative Law  
White Collar Crime – Criminal Law

**APPENDIX N**  
**PERSPECTIVE AND TRANSNATIONAL COURSE**

- 1) Perspective “Big Picture” or Different Perspective  
 American Legal History  
 Jurisprudence  
 Bioethics and the Law  
 Federal Indian Law  
 Gender and the Law  
 Indian Gaming Law  
 Immigrants Rights Project – Boesche Legal Clinic  
 Law and Culture  
 Law and Economics  
 Law and Indigenous Economics  
 Law and Literature  
 Law and Theology  
 Legal Controversies Involving Art, Artifacts and Antiquities  
 Military Law  
 Mind Sciences & the Law  
 Philosophy and Law:  
     Maimonides’ Rationalization of Divine Law  
 Multinational Corporations & Human Rights  
 Native American Natural Resources  
 Protection of Minority and Indigenous Cultures  
 Special topics-History of American Law: Race And Gender  
 Thomas Aquinas: Treatise on Law  
 (Offered by Arts & Sciences Prof. Hittinger)  
 Tribal Economic Development  
 Tribal Government
- 2) Transnational  
 Comparative bioethics and the Law  
 Comparative Law  
 European Union Law  
 Family Law in the World Community  
 Foreign Relations Law  
 International Business Transactions  
 International Energy and Natural Resources Law  
 International Environmental Law  
 International Law  
 International Law and the Rights of the Child  
 International Petroleum Transactions  
 International Sales Law  
 International Trade and Commerce Law  
 Immigrants Rights Project – Boesche Legal Clinic  
 Native American and Indigenous Rights  
 Participation in a Program Abroad, except those courses approved as Perspective Courses  
 (Enrollment upon approval of the Director and the Associate Dean of Students)

## **APPENDIX O**

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

The Academic Dean should establish a date each semester by which students must submit student articles that they wish to have reviewed the following summer or semester for seminar credit. Articles submitted will then be apportioned out to faculty who are not on sabbatical the following semester, including faculty with administrative appointments, on an equal basis. Assignments to read student journal or law review articles for seminar credit will be coordinated by the Academic Dean's office. However, if *Energy Law Journal* articles are reviewed for seminar credit by the *Energy Law Journal* faculty advisor as part of the internal system adopted by NELPI and that journal, *ELJ* articles will not be distributed as part of that pool and the faculty advisor or NELPI 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 until the end of the summer or semester following the submission to read the article(s) and make a determination regarding whether the article(s) should be approved for seminar credit. If the faculty reader does not feel the article(s) should receive seminar credit, the faculty member must so advise the student, copying that decision to the registrar and the Academic Dean's office. Alternatively, the student would have at least one remaining semester in which to enroll in a seminar class to fulfill the seminar requirement. If the faculty reader approves the article(s) for seminar credit, the faculty reader should notify the student in writing, copying that decision to the Registrar and the Academic Dean's office.

This rule is effective for law review and law journal candidates who will begin their candidacy in the fall 2007 semester or after and will apply to any other law journal or law review student who is currently a staff member or editor who will not graduate until December 2008 or thereafter.

A student who completes the requirements for a certificate of participation in either of our two law journals will satisfy the seminar requirement if:

- a. the student has a note or comment published; or
- b. the editor in chief of the respective journal, with the approval of the faculty advisor certifies that an article written for the journal by the member is substantially equivalent to a seminar paper.

**The University of Tulsa College of Law  
Policy and Regulations  
As Amended through August 31, 2011**

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**The University of Tulsa College of Law  
Policy and Regulations  
As Amended through August 31, 2011**

**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.

\* New federal financial aid rules require students to maintain satisfactory academic progress (SAP) to remain eligible to receive federal financial aid and loans. Students must complete and pass 75% of the credit hours in which they are enrolled on the first day of class. Each semester, students must pass and complete 9 credit hours of course work each semester they are a full-time student (students enrolled in 12 to 16 credit hours), 6 credit hours if they are enrolled in 8-11 credit hours, and 5 credit hours if they are enrolled in 6-7 credit hours. As a consequence, a grade of F jeopardizes students' abilities to comply with this SAP standard, especially if in subsequent semesters students withdraw from courses on or after the first day of class (See II.B.3.a. below). For further information, contact Vick Hendrickson at [kristina-emerson@utulsa.edu](mailto:kristina-emerson@utulsa.edu).

**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. Academic credit is not awarded for any course in which the recorded grade is I (Incomplete). The grade of I is not a passing grade.

b. 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.

c. A student who receives a grade of I for failure to fulfill course requirements during the semester for which he/she is enrolled in the course must fulfill those course requirements by the last day of classes in the following semester (excluding summer sessions) unless otherwise approved by the course instructor and a dean. A student who fails to meet course requirements by the date will receive a grade of F for the course.

d. Before a grade of I is recorded in a transcript, the course instructor must file with the dean a signed statement, a copy of which is to be placed in the student's file and a copy of which is to be given to the student. The student must describe:

- i. Why a student failed to fulfill course requirements; the steps to be taken by student to remove the grade of I; and the time within which the student must remove the grade of I.
- ii. The student must sign the statement in acknowledgement that he/she understands why a grade of I is being given and that he/she agrees to the requirements of the grade of I.

iii. If the student refuses to sign the statement, or circumstances make signing impossible or impracticable at the time the grade of I is sought to be recorded, the reasons for the absence of the student's signature will be noted on the statement and will be called to the attention of the dean.

#### 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 included, but are not limited to: Advocacy Competitions, Law Journals, Federal Court Internship, State Court Internship, or any College of Law Internship or Externship in which academic credit is granted. Clinical courses offered through the Boesche Legal Clinic are not considered non-classroom courses.

Subject to the approval of a dean (the Dean, Vice Dean or Dean of Students), a student not subject to the 2.5 Rule who enrolls in faculty-approved semester long field placement programs may earn up to 18 hours of academic credit in non-classroom academic activities. Note: the addition of 6 credit hours is limited to those situations in which a student enrolls in a semester long field study program and by doing so exceeds the 12 credit hours on non-classroom credit.

#### 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/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 during any academic year in an approved interscholastic competition, unless the following requirements are satisfied. A student may receive two credit hours for one competition in an academic year, 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 Advocate 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. A student may enroll in no more than nine credit hours of clinic during the student's academic career.

## 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/fail (H/P/F) basis.
2. In courses graded on an H/P/F basis, students should receive an F if they performed below a C level and they should receive an H if they performed at or above the B+ level.
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-, B+, B	30-40%
B-, C+	20-35%
C,C-,D+, D,D-,F	25-40%

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 has adopted a curve (or grading practice) for upper division courses that recommends that 30-60% of grades be in the A-B range (i.e., A, A-, B+, B, B-). This suggested grading distribution will act as a guideline 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/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/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/fail system may be used.

- Advanced Trial Practice
- Arbitration
- Evidence Workshop
- 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

1. Students must take 88 hours of academic credit to graduate. This is the equivalent of 61,600 minutes of instruction time. At least 45,000 of these minutes (the equivalent of 65 hours of academic credit) shall be by attendance in regularly scheduled class sessions at the College of Law.

NOTE: In calculating the 45,000 minutes of "regularly scheduled class sessions", 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;
- (b) coursework for which a student receives credit toward the J.D. degree that is work done in a foreign study program that qualifies ABA Standards;
- (c) 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
- (d) in a College of Law clinical course, the minutes allocated for clinical work 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 45,000 minutes of "regularly scheduled class sessions", the time may not include any other coursework including, but not limited to:

- (a) Federal or State Court Judicial Internships or any College of Law 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.

2. 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.

3. No student may be enrolled at any time in coursework that, if successful 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.

4. 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.

5. 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.

6. 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.

## **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. Required consultation for second-semester, first-year students.  
First-year students with a 2.5 cumulative GPA or below at the end of the fall semester must meet with the coordinator for academic and bar support and/or the assistant dean for student affairs to discuss spring 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.

\* New federal financial aid rules require students to maintain satisfactory academic progress (SAP) to remain eligible to receive federal financial aid and loans. Each semester, students must complete and pass 75% of the credit hours in which they are enrolled on the first day of class. To satisfy this rule, students must pass and complete 9 credit hours of course work each semester they are a full-time student (students enrolled in 12 to 16 credit hours), 6 credit hours if they are enrolled in 8-11 credit hours, and 5 credit hours if they are enrolled in 6-7 credit hours. A student who feels she must reduce the credit hours in which she is enrolled on or after the first day of classes must make sure she understands how the reduction could affect her 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 who violates this requirement is subject to transfer by a dean to a part-time program.

#### D. Enrollment in College of Law Summer Study Abroad Programs

1. Any student whose GPA is below 2.0 at the end of the student's first semester will not be permitted to enroll in a summer study abroad program offered by the College of Law. If that student's cumulative GPA is 2.0 or above at the end of the student's second semester, the student will be permitted to enroll in any program still available. If the student's cumulative GPA is below 2.3 at the end of the second semester, the student will be subject to the restriction in Part 2 below.
2. Any student whose GPA is below 2.3 at the time of enrollment in the first 4-week summer study abroad program will only be allowed to enroll in 4 hours of credit. If after receipt of second-semester grades, a student's cumulative GPA is below 2.3, the student may not enroll for more than 4 hours of credit in any other summer study abroad program.

### 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 Business Office. The University shall follow federally mandated refund schedules as they apply. 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%

2. Summer session – refund based upon prorated percentage of hours completed calculated in accordance with formula used for regular semesters. 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 Reasoning & Analysis	2 hours
Legal Writing I	2 hours
Legal Writing II	2 hours
Professional Responsibility	2 or 3 hours
Property	4 hours
Torts	4 hours

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

\*\* Effective for students beginning their legal studies in fall 2010.

2. In addition to the required courses listed in IV.A.1., students shall participate in annual Professionalism requirements sponsored by the Professional Development Office each academic year that he or she is enrolled in law school, unless alternative arrangements are made to the satisfaction of the dean, or the dean's designee. This is a non-credit bearing graduation

requirement. Students will not be allowed to enroll in a subsequent academic year unless they have fulfilled the Professionalism requirements. 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 two courses to complete the Perspective and Transnational requirement, one perspective course and one transnational course from the list of courses in Appendix O of this document. At least one of those courses must be taken by the time specified:

a. Full-time students must complete at least one of these courses no later than the end of the summer of their second year of law school;

b. Part-time students must complete at least one of these courses no later than the end of the fall of their third year of law school.

4. Beginning with the 2007-2008 entering class, each student 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 Torts (Professor Yasser's section only)

Advanced Trial Practice

Arbitration

Evidence Workshop

Immigration Law Clinic and other Legal Clinic Courses

Introduction to Alternative Dispute Resolution

Interviewing, Counseling and Negotiating

Law Office Management

Mediation

Pretrial Practice

Real Estate Transactions

Social Security Disability Law

Sports Law

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/fail courses.

All instructors teaching the following courses must include substantial professional skills components and engage each student in skills performances that are assessed by the instructor, in compliance with ABA Standard 304(4) and Interpretations 302-2 and 302-3:

Evidence Workshop  
 Interviewing, Counseling and Negotiating  
 Mediation  
 Pretrial Practice  
 Real Estate Transactions  
 Trial Practice

5. Each student must take at least one seminar of at least two credit hours and complete a substantial written research paper for the seminar. A student who completes the requirements for a certificate of participation in either of our two law journals will satisfy the seminar requirement if:

- a. the student has a note or comment published; or
- b. the editor in chief of the respective journal, with the approval of the faculty advisor, certifies that an article written for the journal by the member is substantially equivalent to a seminar paper.

See Appendix B for seminar guidelines. See appendix O for guidelines regarding use of student law journal articles.

6. 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 II	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		
Reasoning/Analysis.	2 hrs	Legal Writing I	2 hrs		
<b>TOTAL</b>	<b>14 hrs</b>	<b>TOTAL</b>	<b>16 hrs</b>		

Part-time students must receive approval for their sequence of required courses from the Assistant 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. Students whose grade point average puts them in a high risk category will be strongly urged to participate, but their participation, too, is voluntary except as otherwise provided by the Faculty in individual cases. See Part II.A.3, requiring consultation with the ASP coordinator or the Assistant Dean for Student Affairs for students whose first-semester GPA is below 2.5.

6. All Students with a cumulative GPA of 2.5 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 course required)

Basic Corporate Law  
Constitutional Law II  
Decedents’ Estates & Trusts  
Secured Transactions  
Selling & Leasing of Goods

BLOCK B (any two courses required)

Administrative Law  
Advanced Torts  
Agency & Partnership  
Criminal Procedure: Police Practice  
Family Law  
Federal Taxation, or Taxation of  
Estates, Trusts & Gifts

A dean has the discretion to develop a required curriculum from BLOCK A and BLOCK B for any student with a GPA of 2.5 or below.

**B. Prerequisite Courses**

For prerequisite courses and suggested prerequisites, see Appendix N.

**C. Certificate Programs**

The faculty has approved several certificate programs, the requirements of which are set forth in Appendices F through M. 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. 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, provided that the transfer credits comply with American Bar Association standards.
2. Transfer of academic credit for courses in which a passing grade was received may be discretionary with a dean.
3. In the case of a regularly enrolled student of this College taking courses at another law school, all courses taken shall appear on the student's permanent record 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.

To determine GPA for academic standing (see Part VIII) the grade received (or the nearest equivalent of that grade at this College, as determined by a dean) in all hours attempted shall be utilized.

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

4. 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.

5. 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/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/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 and Financial Aid 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 and Financial Aid 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.

## **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 the 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 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 dean for student affairs.

b. Upon receiving the petition the professor must, within fourteen days, provide both the student and the assistant 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 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 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.

## **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

1. 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, with the following exception:

a. If a student's GPA was at or above 2.0 at the end of the previous fall semester, and the student does not learn that he or she has been dismissed under Section A until after the student is attending classes in a University of Tulsa summer session, either on campus or abroad, the student must elect one of the following options within a reasonable time after being notified of the dismissal:

i. The student may complete those courses in which the student is already enrolled and which have begun at the time the student learns of the dismissal. If

the student is readmitted on probation during that summer, the student may earn the credit hours and residency hours for those courses which the student successfully completes, on an honors/pass/fail basis. The student may not earn a grade other than honors/pass/fail for those courses. If the student elects this choice, and the student is not readmitted on probation, no tuition for summer courses taken through The University of Tulsa will be refunded to the student. The student may not earn any credit, residency hours, or grades for summer courses that have not yet begun at the time the student learns of the dismissal, and must withdraw from such courses.

ii. The student may withdraw from all summer courses, and tuition for any University of Tulsa summer courses shall be refunded.

b. If a student's GPA was at or above 2.0 at the end of the previous fall semester, and the student does not learn that he or she has been dismissed under Section A until after the student is attending classes in a summer session offered by a law school other than The University of Tulsa, the student may earn the credit hours and residency hours for those courses which the student successfully completes, on an honors/pass/fail basis, if the student is readmitted on probation during that summer. The student may not earn any credit, residency hours, or grades for summer courses that have not yet begun at the time the student learns of the dismissal.

2. A student who elects to withdraw during his or her second term in residence because the student's GPA was below a 2.0 at the end of the first term shall receive a refund of the second term's tuition, provided the election to withdraw is made within two weeks of receipt of all first-term grads. A dean shall have discretion to grant a further extension of time under exigent circumstances.

## **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: to be completely frank and to disclose in the petition all facts and circumstances that have any bearing whatever 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: 1) each term, the student must meet with an associate dean 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 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 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 and Financial Aid 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 dean for student affairs. Petitioners must also email a copy of the petition to the assistant 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 dean for student affairs within one month after the occurrence of the event. If such information is not timely disclosed, 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 and Financial Aid Committee and the assistant 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 committed to employment policies and procedures which prohibit discrimination in the hiring process on the basis of age, color, ethnic or national origin, gender, handicap, marital status, race, religion, sexual orientation, or status as a veteran.

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

1. Any person who believes that a prospective employer has acted in a manner inconsistent with the stated policies should promptly inform the assistant dean for professional development.
2. The assistant 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 dean for professional development the following confidential information in writing: the interviewer's name, the employer and location, the date of the interview, 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 dean for professional development, in consultation with the employer, will seek an explanation of the alleged practices. The assistant 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 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 our 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 for a stated period of time. In addition, the Professional Development Committee may recommend to the director of the internship program the denial of internship privileges to the employer.
7. The assistant 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 career services, 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 decision on the request. 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 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 without the approval of the professor.

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 dean for student affairs. Requests for special arrangements must be made to the assistant dean for student affairs by a date determined by the assistant 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 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 dean for student affairs (918-631-3990) as soon as practical after the illness or personal emergency arises.
- (2) Submit to the assistant dean for student affairs, as soon as practical, a medical certificate or other extrinsic evidence verifying the problem.
- (3) Submit to the assistant 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 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.

## 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. 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

Students should report to the designated exam room no later than five minutes prior to the commencement of the exam. Students who are taking an exam on computer must report to the designated exam room no later than 20 minutes prior to the commencement of the exam.

No papers, textbooks, notes, computers, or other materials are permitted in the examination room except to the extent allowed by the professor administering the examination. 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 or the typing rooms. Extra time for purposes of getting from one room to another is permitted only at the discretion of the professor.

## 5. Procedures During Each 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. Students are requested to refrain from the use of alarm watches or other devices which would distract other students.

Cell phones, smart phones, personal digital assistants, pagers and all other electronic devices must be turned off and stowed and may not be used during an examination inside or outside the classroom. Students who do not adhere to this policy may be subject to disciplinary proceedings or academic sanctions. If a student anticipates an emergency call during an exam, he or she must notify a dean or Front Office staff member before the exam and instruct callers to contact a dean or Front Office staff member in an emergency. Personal computers may be used during the exam only as authorized by the respective professor, according to Appendix A, Section III, (2).

Students may leave the room during the examination for rest room and canteen purposes only.

Should a student find what appears to be a mistake in the examination, the student should immediately notify the professor administering the examination. Should the professor be unavailable, the student should report to the Front Office and request to speak with the dean on duty.

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.

## 6. Post-Examination Procedures

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 professor or the 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**

### **SEMINAR GUIDELINES**

The purpose of seminars at The University of Tulsa College of Law is to provide a meaningful upper class writing experience. The faculty of the College of Law expect each seminar 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 seminar 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 for the seminar.
2. Faculty members teaching seminars should provide significant feedback to students regarding the paper or papers required for the seminar. This feedback should include comments and suggestions concerning the students' drafts. The comments may be delivered orally and/or in writing.
3. Faculty members teaching seminars 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. 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 in the seminar.
5. If a professor requires more than one paper in a seminar, 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 seminar 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 for seminars should indicate the nature of the written product that will be required for the seminar.

## **APPENDIX C FEDERAL COURT INTERNSHIP**

### **A. Federal Court Judicial Internships**

College of Law students may serve as Judicial Interns in the following Federal Courts in Oklahoma (students may serve as Judicial Interns in Federal Courts in other jurisdictions as well – see Section I):

1. United States District Court, Northern and Eastern Districts of Oklahoma (not more than 2 students per Judge or 1 per Law Clerk, whichever is greater, may participate each semester);
2. United States Bankruptcy Court, Northern and Eastern Districts of Oklahoma (not more than 2 students per Bankruptcy Judge or 1 per Law Clerk, whichever is greater, may participate each semester); and
3. United States Magistrate Judges, Northern and Eastern Districts of Oklahoma (not more than 2 students per Magistrate Judge or 1 per Law Clerk, whichever is greater, may participate each semester).

### **B. Purpose**

A significant purpose of the Federal Court Judicial Internship Program is to provide students with court supervised educational experiences unavailable in the traditional law school setting. These experiences include:

1. Legal research;
2. Legal writing (e.g. memoranda and court orders on motions); and
3. Observation and analysis of pretrial and trial practice and procedure (e.g., pretrial conferences, motion hearings and trials).

### **C. Supervision at the Court**

All acts of a Federal Court Judicial Intern shall be under the direction and supervision of a Judge and the Judge's Law Clerk. A federal Court Judicial Intern shall have the responsibilities that have been assigned to him/her by the Judge and the Judge's Law Clerk.

### **D. Monitoring Federal Court Judicial Internships**

During the semester, the Director of the Judicial Internship Programs shall monitor each Federal Court Judicial Internship to determine:

1. Whether the Intern is receiving the educational experiences and the supervision listed under sections B and C above; and
2. Whether the intern is performing his/her assigned responsibilities.

At the completion of the semester, the Judge must certify that each Federal Court Judicial intern under the Judge's supervision has:

1. Received the educational experiences and the supervision required under sections B and C above; and
2. That the Intern has satisfactorily performed his/her assigned responsibilities.

### **E. Application Procedure**

Several weeks prior to registration for the next term, an announcement is posted inviting those interested in a Federal Court Judicial Internship to submit applications. To apply, a student must submit a completed application form as supplied by the Front Office to the Director of the Judicial Internship Programs. After a Judge has selected a student as his/her Judicial Intern, the student must enroll for the appropriate Federal Court Internship as well as for the Judicial Internship course component.

### **F. Prerequisites**

Federal Court Judicial Internships have the following prerequisites:

1. Students must have completed one year of law school with at least a 2.0 GPA; however, Supervising Judges may impose other or additional co or prerequisites and GPA requirements; and
2. Judicial Interns at the United States Bankruptcy Court must have completed a course on Article 9 of the Uniform Commercial Code (Secured Transactions).

### **G. Federal Court Judicial Internship Credit**

Students will earn 1 credit hour for every 45 hours worked for the Court. Hours may include time spent at the Court on internship-related research. All work must be performed during the semester in which credit is sought. To receive credit, a student must have been enrolled in the appropriate Federal Court Internship before the work was performed and must complete the Judicial Internship Course component. Credit for Federal Court Judicial Internship shall be honors/pass/fail. A five to ten page, double-spaced paper will be due at the end of the semester and must be submitted before credit can be received for the course.

### **H. Restrictions**

The following restrictions apply:

1. A student may not apply more than 12 hours of academic credit in non-classroom courses toward fulfillment of degree requirements. A student may not apply more than 12 hours of academic credit in a Federal Court Judicial Internship toward degree requirements and may not enroll in more than 3 credit hours of Federal

Court Judicial Internship per semester. Other non-classroom courses to which the 12 hour restriction applies include, State Court Judicial Internships (same restrictions), externships, approved field placements, competitions and law review/law journal;

2. A student may not enroll in more than 1 clinical program per semester; and
3. A student may not participate in the Federal Court Judicial Internship Program while working as a Law Clerk, Legal Intern or State Court Judicial Intern. The student may not be otherwise employed in the semester(s) in which he/she is a Federal Judicial Intern.

## **I. Summer Federal Court Judicial Internships**

The Director of the Judicial Internship Programs may approve requests for summer Federal Court Judicial Internships in any jurisdiction provided the Director determines that the student will have the opportunity to receive an educational experience that is equivalent to the educational experience available to Federal Court Judicial interns under these rules.

If the Judicial Internship course component is not offered over the summer, or if the student receives a Federal Court Judicial Internship in another jurisdiction, the student may take the course component in the Academic Year semester just before or immediately following his/her internship.

## **APPENDIX D**

### **STATE COURT JUDICIAL INTERNSHIPS**

#### **A. State Court Judicial Internships**

College of Law students may serve as Judicial Interns in the following State Courts in Oklahoma (students may serve as Judicial Interns in State Courts in other jurisdictions as well – see Section I):

1. District Court of Tulsa County and adjoining counties (a number of students equal to the number of District Court Judges may participate each semester);
2. Juvenile Bureau of the District Court, Tulsa County; and Oklahoma Court of Civil Appeals (not more than 6 students may participate each semester).

#### **B. Purpose**

A significant purpose of the State Court Judicial Internship Program is to provide students with court supervised educational experiences unavailable in the traditional law school setting. These experiences include:

1. District Court of Tulsa County and adjoining counties
  - a. Undertaking legal research;
  - b. Undertaking legal writing; and
  - c. Observing and analyzing pretrial and trial practice and procedure.
2. Juvenile Bureau of the District Court, Tulsa County
  - a. Undertaking legal research;
  - b. Observing jury and non-jury trials and detention and review hearings;
  - c. Reviewing upcoming case files and advising the Judge about the status of the cases; and
  - d. Viewing placement facilities and meeting with placement personnel.
3. Oklahoma Court of Civil Appeals
  - a. Undertaking legal research;
  - b. Undertaking legal writing (e.g. memoranda and opinions); and
  - c. Observing and analyzing appellate practice and procedure.

#### **C. Supervision at the Court**

All acts of a State Court Judicial Intern shall be under the direction and supervision of a Judge of the District Court and Juvenile Bureau or under the supervision of a Judge and the Judge's Law Clerk for the Oklahoma Court of Civil Appeals. A State Court Judicial Intern shall have the responsibilities that have been assigned to him/her by the judge.

#### **D. Monitoring the State Court Judicial Internships**

During the semester, the Director of the Judicial Internship Programs shall monitor each State Court Judicial Internship to determine:

1. Whether the Intern is receiving the educational experiences and the supervision listed under sections B and C above; and
2. Whether the Intern is performing his/her assigned responsibilities.

At the completion of the semester, the Judge must certify that each State Court Judicial Intern under the Judge's supervision has:

1. Received the educational experiences and the supervision required under sections B and C above; and
2. That the Intern has satisfactorily performed his/her assigned responsibilities.

#### **E. Application Procedure**

Several weeks prior to registration for the next term, an announcement is posted inviting those interested in a State Court Judicial Internship to submit applications. To apply, a student must submit a completed application form as supplied by the front office to the Director of the Judicial Internship Programs. After a Judge has selected a student as his/her Judicial Intern, the student must enroll for the appropriate State Court Internship as well as for the Judicial Internship course component.

#### **F. Prerequisites**

State Court Judicial Internships are open to students who have completed one year of law school with at least a 2.0 GPA. However, the Judges may impose other prerequisites, including GPA or course requirements.

#### **G. State Court Judicial Internship Credit**

Students will earn 1 credit hour for every 45 hours worked for the Court. Hours may include time spent at the Court and on internship-related research. All work must be performed during the semester in which credit is sought. To receive credit, a student must have been enrolled in the appropriate State Court Internship before the work was performed and must complete the Judicial Internship course component. Credit for a State Court Judicial Internship shall be honors/pass/fail. A five to ten page, double-spaced paper will be due at the end of the semester and must be submitted before credit can be received for the course.

#### **H. Restrictions**

The following restrictions apply:

1. A student may not apply more than 12 hours of academic credit in non-classroom courses toward fulfillment of degree requirements. A student may not apply more than 12 hours of academic credit in a State Court Judicial Internship toward degree requirements and may not enroll in more than 3 credit hours of State Court Judicial Internship per semester. Other non-classroom courses to which the 12 hour restriction applies include, Federal Court Judicial Internships (same restrictions), externships, approved field placements, competitions and law review/law journal.
2. A student may not enroll in more than 1 clinical program per semester; and
3. A student may not participate in the State Court Judicial Internship Program while working as a Law Clerk, Legal Intern or Federal Court Judicial Intern. The student may not be otherwise employed in the semester(s) in which he/she is a Judicial Intern.

### **I. Summer State Court Judicial Internships**

The Director of the Judicial Internship Programs may approve requests for summer State Court Judicial Internships in any jurisdiction, provided the Director determines that the student will have the opportunity to receive an educational experience that is equivalent to the educational experience available to State Court Judicial Interns under these rules.

If the Judicial Internship course component is not offered over the summer, or if the student receives a State Court Judicial Internship in another jurisdiction, the student may take the course component in the Academic Year semester just before or immediately following his/her internship.

## **APPENDIX E TRIBAL COURT JUDICIAL INTERNSHIP**

### **A. Tribal Court Judicial Internship**

1. College of Law students may serve as Judicial Interns in the Muscogee (Creek) Nation District Court for the Hon. Patrick E. Moore.

### **B. Purpose**

A significant purpose of the Tribal Court Judicial Internship Program is to provide students with court supervised educational experiences unavailable in the traditional law school setting. These experiences include:

1. Undertaking legal research;
2. Undertaking legal writing (e.g. memoranda and court orders on motions);
3. Observing and analyzing pretrial and trial practice and procedure (e.g., pretrial conferences, motion hearings and trials);
4. Drafting legislation for the Intertribal Council of the Five Civilized Tribes.

### **C. Supervision at the Court**

All acts of a Tribal Court Judicial Intern shall be under the direction and supervision of Judge Moore and the Judge's Law Clerk. A tribal Court Judicial Intern shall have the responsibilities that have been assigned to him/her by the Judge and the Judge's Law Clerk.

### **D. Monitoring Tribal Court Judicial Internships**

During the semester, the Director of the Judicial Internship Programs shall monitor the Tribal Court Judicial Internship to determine:

1. Whether the Intern is receiving the educational experiences and the supervision listed under sections B and C above; and
2. Whether the Intern is performing his/her assigned responsibilities.

At the completion of the semester, the Judge must certify that each Judicial Intern under the Judge's supervision has:

1. Received the educational experiences and the supervision required under sections B and C above; and
2. That the Intern has satisfactorily performed his/her assigned responsibilities.

### **E. Application Procedure**

Several weeks prior to registration for the next term, an announcement is posted inviting those interested in a Tribal Court Judicial Internship to submit applications. To apply, a student must submit a completed application form as supplied by the Front Office to the Director of the Judicial Internship Programs. Additionally, the student must apply for the Judicial Internship course component. The course will be taught by Judge Moore at the Muscogee (Creek) Nation Complex, Mound Building.

## **F. Prerequisites**

Tribal Court Judicial Internship has the following prerequisites:

1. Students must have completed 1 year of law school with at least a 2.0 GPA; and
2. Have taken Federal Indian Law and have taken or are co-enrolled in Indian Gaming Law.

## **G. Federal Court Judicial Internship Credit**

Students will earn 1 credit hour for every 45 hours worked for the Court. Hours may include time spent at the Court and on internship-related research. All work must be performed during the semester in which credit is sought. To receive credit, a student must have been enrolled in the appropriate Tribal Court Judicial Internship before the work was performed and must complete the Judicial Internship Course component. Credit for a Tribal Court Judicial Internship shall be honors/pass/fail. A five to ten page, double-spaced paper will be due at the end of the semester and must be submitted before credit can be received for the course.

## **H. Restrictions**

The following restrictions apply:

1. A student may not apply more than 12 hours of academic credit in non-classroom courses toward fulfillment of degree requirements. A student may not apply more than 12 hours of academic credit in a Tribal Court Judicial Internship toward degree requirements and may not enroll in more than 3 credit hours of Tribal Court Judicial Internship per semester. Other non-classroom courses to which the 12 hour restriction applies include, Federal Court Judicial Internships (same restrictions), State Court Judicial Internships (same restrictions), externships, approved field placements, competitions and law review/law journal;
2. A student may not enroll in more than 1 clinical program per semester; and
3. A student may not participate in the Tribal Court Judicial Internship Program while working as a Law Clerk, Legal Intern, Federal Court Judicial Intern, or State Court Judicial Intern. The student may not be otherwise employed in the semester(s) in which he/she is a Judicial Intern.

## **I. Summer Tribal Court Judicial Internships**

The Director of the Judicial Internship Programs may approve requests for summer Tribal Court Judicial Internships in any jurisdiction, provided the Director determines that the student will have the opportunity to receive an educational experience that is equivalent to the educational experience available to Tribal Court Judicial Interns under these rules.

## **APPENDIX F LEGAL INTERNSHIP**

### Requirements for Legal Interns

1. Must have successfully completed not less than 45 credit hours toward the J.D. degree. The 45 credit hours must be completed before you can be eligible to receive a Limited License from the OBA.

2. Must have completed with a grade of “D” or higher the following courses:

Civil Procedure I and II  
Professional Responsibility  
Evidence

3. Must have and maintain at least a 2.0 cumulative GPA.

4. Must have an approved\* supervising attorney. (\*Supervisor must be approved by the Oklahoma Bar Association before the Student can be sworn in as an Intern.)

5. Must be enrolled in the following course to work as a licensed intern:

Law 5700 (Legal Intern Not for Credit)

6. All Licensed Legal Interns must prepare and submit Monthly Summary Reports until placed on inactive status or graduation.

7. Must be registered as a law student in Oklahoma with the Oklahoma Board of Bar Examiners or in one of the states that has reciprocity privileges with Oklahoma. Law students who did not apply in Oklahoma may apply nunc pro tunc. The nunc pro tunc procedure is both time-consuming (10 to 12 weeks) and costly (five hundred dollars).

8. Must pass the Legal Intern Examination and be sworn in.  
Application and Application Deadline:

Under the Rules of the Supreme Court of the State of Oklahoma on Legal Internship, all students who wish to secure the Legal Intern Limited License to Practice Law must submit an application to the Oklahoma Bar Association. That application must be received by the Bar no later than two weeks before the date of the Legal Intern Examination the student wishes to take. The exam dates are set by the Oklahoma Bar Association. The exam is offered five times a year at the College of Law. The application states the student has or will have completed all of the above requirements prior to the time the student expects to be sworn in as a Legal Intern. After the original application has been sent to the Bar Association, supplemental information will be sent by the College of Law as the student completes the necessary requirements. All necessary applications and copies of the Court’s Rules on Legal Internship can be obtained from the

Professional Development Office or online through the Professional Development Office website.

#### Legal Internship Examination:

1. Applicants who have not taken and passed the Multistate Professional Responsibility Examination (MPRE) or who have not received their MPRE scores by the date of the Legal Intern Examination must take the two-hour, 100-question Legal Intern Examination. Applicants who have passed the MPRE take the one-hour, 50-question Legal Intern Examination. A copy of the applicant's MPRE score must be presented to the Professional Development Office to exclude the student from the testing for Section B.
2. The two hour Oklahoma Bar Association Legal Internship Examination consists of objective multiple choice and true/false questions and covers the following topics:
  - a. The Oklahoma Rules of Professional Conduct
  - b. The Supreme Court Rules on Legal Internship
  - c. Regulations of the OBA Legal Internship Committee
3. The one hour Legal Internship Examination consists of objective multiple choice and true/false questions and covers the following topics:
  - a. The Supreme Court Rules on Legal Internship
  - b. Regulations of the OBA Legal Internship Committee
4. All examination topics for the one and two hour examination are found in Title 5 of the Oklahoma Statutes. The rules governing Legal Interns are also available in the packet of information referenced above.

## APPENDIX G NATIVE AMERICAN LAW CERTIFICATE

**Advisor: Professor Judith Royster**

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

**BLOCK 1:** Indian law curriculum. Students must complete Parts A, B and C.

A. Federal Indian Law

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

- Indian Gaming Law
- Native American and Indigenous Rights
- Native American Natural Resources Law
- Tribal Economic Development
- Tribal Government

C. A research paper requirement in Indian law, which 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. Unless the seminar is the American Indian Law Seminar, the seminar paper topic must be pre-approved by the Native American Law Certificate advisor in order to satisfy the research paper requirement.
- Completion of a case note or comment on a topic of Indian or indigenous law as a member of the Tulsa Law Review or the Energy Law Journal. The case note 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 (2) courses* from the following list of related courses offered regularly within the Law School or the University's Graduate School. In selecting from these related courses, students may not take more than one course outside the Law School.

A. Procedural and related courses

- Administrative Law
- Conflict of Laws
- Federal Courts

- B. Critical resource policy courses
  - Basic Oil and Gas
  - Environmental Law
  - International Environmental Law
  - Natural Resources & Environmental Law on Federal Lands
  - Water Law
- C. Other related Law School offerings
  - International Law
- D. Graduate School courses
  - Any other graduate course deemed appropriate by the Native American Law Certificate program director

**BLOCK III:** Practice skills and in-depth analytical skills. Students must choose *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 Indian law 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.
- An additional course from the Indian Law Curriculum (see 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.

In individual cases, the Director of this Certificate Program and the Vice Dean are authorized to modify the requirements of the Program if, in their collective judgment, such a modification is warranted.

## APPENDIX H

### RESOURCES, ENERGY, AND ENVIRONMENTAL LAW CERTIFICATE (REEL)

#### Advisor: Professor Marla Mansfield

The Resources, Energy, and Environmental Law (REEL) Certificate is awarded to students who meet the requirements of a total of 16-18 hours of required and elective courses. Courses not taught on a regular rotation are marked with an asterisk to the left of the course title.

The requirements are threefold:

I. Administrative Law or Legislation (3 hours)

II. Four courses from the following, with at least one from each block (12 hours)

BLOCK A (Energy/Regulatory): Basic Oil and Gas\*

Advanced Oil and Gas\*

International Energy and Natural Resources Law

State Administrative Law

BLOCK B (Resources):

Natural Resources & Environmental Law on Federal Lands\*\*

Water Law

Native American Natural Resources

Basic Oil and Gas\*

Advanced Oil and Gas\*

BLOCK C (Environmental Law):

Environmental Law

International Environmental Law (Seminar)\*\*\*

Land Use Controls

III. Advanced Study (1-3 hours)

#### OPTIONS:

1. Energy Law Journal certificate requirements met.
2. Tulsa Law Review certificate requirements met and student wrote a note or comment for the Journal on a natural resources, energy or environmental topic, and the Director of the certificate and the Academic Dean concur that the note or comment is the equivalent of a seminar paper.
3. Tulsa Journal of Comparative and International Law certificate requirements met and student wrote a note or comment for the Journal on a natural resources, energy or environmental topic, and the Director of the certificate and the Academic Dean concur that the note or comment is the equivalent of a seminar paper.

4. Completion of a seminar in the energy, resources, or environmental area with a grade of C or higher.
5. Completion of an Independent Study project with a grade of C or higher, the topic of the project having been approved by the Director of the certificate and the Academic Dean.
6. Participation for credit on the Pace Environmental Moot Court Team, or in another moot court competition deemed equivalent by the Director of the certificate and the Academic Dean.

TOTAL: 16-18 hours

In individual cases, the Director of this Certificate Program and the Vice Dean are authorized to modify the requirements of the Program if, in their collective judgment, such a modification is warranted.

\*Basic Oil and Gas and Advanced Oil and Gas may apply to the Resource or Energy Block at the election of the student, but not to both.

\*\*Natural Resources & Environmental Law or Federal Lands may apply to the Resources Block or Environmental Block at the election of the student, but not to both.

\*\*\*Seminar may apply to the Environmental Block or advanced study at the election of the student, but not to both.

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

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)
5. Native American & Indigenous Rights (3)

#### **Block B**

1. Conflict of Laws (2 or 3)
2. Additional hours from III (1-6)
3. Courses (not listed elsewhere) from the Argentina, London, Geneva, China, or other TU program or other ABA-approved program on international or comparative law (1-6)
4. University courses approved by two directors of CILC 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 Journal of Comparative and International Law Certificate requirements.
2. 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 two directors of CILC agree is the equivalent of a seminar paper.
3. Seminar in the international or comparative law area with a grade of C or higher.
4. Participation on the Jessup International Moot Court Team for credit.
5. 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 two directors of CILC.
6. Study Abroad Legal internship with a lawyer who specializes in foreign or international law approved by two directors of CILC and the director of the Legal Internship Program.

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 Director of this Certificate Program and the Vice Dean are authorized to modify the requirements of the Program if, in their collective judgment, such a modification is warranted.

## **APPENDIX J PUBLIC POLICY CERTIFICATE**

### **Advisor: Vice Dean Gary Allison**

The certificate program requires students to take courses from six (6) different groupings for a total of fifteen (15) to twenty (20) hours in public law courses. These groups are as follows:

- I. Core Courses (6 hours): one course from each group
  - A. The Administrative/Regulatory Setting

The following courses enable students to become familiar with the administrative process or regulatory justifications and methods.

- 1. Administrative Law
- 2. Regulated Industries\*
- 3. Environmental Law\*\*

- B. Other Course Sources of Public Law

These courses enable students to become familiar with international or domestic organic sources of public law and the techniques for interpreting them.

- 1. International Law
- 2. Legislation
- 3. Federal Indian Law
- 4. Tribal Government

- II. Economic and Resource Access Regulation (2 to 3 hours)

These courses enable students to understand a variety of regulatory concepts, including Market Failure Theory, Resources Economics, Cost/Benefit Analysis, or Service Quality Regulation.

- A. Antitrust Law
- B. Banking Law
- C. International Energy and Natural Resources Law
- D. Land Use Controls
- E. Regulated Industries\*
- F. Natural Resources & Environmental Law on Federal Lands
- G. Trademark Law and Unfair Trade Practices
- H. Water Law
- I. Social Security Disability Law
- J. Native American Natural Resources Law
- K. State Administrative Law
- L. Seminars in the above fields, upon approval of the Director.\*\*\*

III. Social Justice (3 hours)

These courses enable students to consider one or more tradeoffs affluent democracies must make to remain reasonable just and prosperous societies: Group Rights/Individual Rights; Individual Freedom/Public Safety; Equal Opportunity/Maximum Wealth Creation.

- A. Criminal Procedure: Police Practices
- B. Employment Discrimination
- C. Gender and the Law
- D. Labor Law
- E. Mental Health Disability Law
- F. Employment Law
- G. Sex Crimes \*\*\*\*
- H. Seminar: Law, Medicine and Ethics: Comparative and Transcultural Prospective \*\*\*\*\*
- I. Seminar: Race, Racism and American Law

IV. Protecting the Public's Health and Safety (2 to 4 hours)

These courses enable students to encounter one or more of the issues encountered by societies with limited resources that attempt to protect its citizens as much as possible from exposure to unreasonable risks of harm: Competitive risk Analysis; Deterrence/Rehabilitation Theories; Ethical Dilemmas caused by Tragic Choices

- A. Bioethics and the Law
- B. Criminal Procedure: Adjudication
- C. Environmental Law \*\*
- D. Sex Crimes \*\*\*\*
- E. International Environmental Law (course or seminar)
- F. Juvenile Law
- G. Workers Compensation
- H. Seminar Law, Medicine and Ethics: Comparative and Transcultural Perspectives \*\*\*\*\*
- I. Elder Law
- J. Comparative Bioethics & Law

V. Writing Credit (2 or 3 hours)

This requirement is designed to help students gain the internalized knowledge that comes only from struggling with a subject matter in the preparation of scholarly written work.

Writing Requirement (2 to 3 hours): The student will write a paper on a public policy topic, approved by the Director of the Certificate Program that

1. Qualifies him or her to receive a certificate from the Tulsa Law Journal, the Energy Law Journal, or the Tulsa Journal of Comparative and International Law;
2. Is published in the Tulsa Law Journal, the Energy Law Journal, or the Tulsa Journal of Comparative and International Law;

3. Fulfills his or her seminar requirement; or
4. Fulfills an independent study of 2 hours.

#### VI. Pro Bono Service Requirement

Applies only to students who first enter the College of Law during or after the summer or fall of 2007,

This requirement is designed to instill in, students the obligation of lawyers to contribute professional services without compensation to persons in need or nonprofit organizations that provide community services. To complete this requirement, the student must provide 20 hours of volunteer work for a nonprofit organization prior to graduation.

#### Avoiding Undue Overlap with the Other Certificate Programs

Students who are attempting to secure a REEL Certificate may take only one energy, environmental law, or natural resources law course among the courses listed in Groups II and IV. Students who are attempting to secure an International and Comparative Law Certificate may take only one Health Law course among the courses listed in Groups II and IV. Students who are attempting to secure a NALC Certificate may take only one Native American law course among the courses listed in Groups I, II, and III. These requirements will insure that students will have to take at least three (3) additional courses to secure both the Public Policy Certificate and another Certificate.

\* Regulated Industries is not offered on a regular rotation. When and if it is offered, it may satisfy the requirements of either I.A or II. At the election of the student, but not both.

\*\* Environmental Law may satisfy the requirements of either I. A or IV., at the election of the student, but not both.

\*\*\* A seminar approved for Block II may satisfy the requirements of either II. or V., at the election of the student, but not both.

\*\*\*\* Sex Crimes may satisfy the requirements of either III. or IV., at the election of the student, but not both.

\*\*\*\*\* This seminar may satisfy the requirements of either III. or IV., at the election of the student, but not both.

In individual cases, the Director of this Certificate Program and the Vice Dean are authorized to modify the requirements of the Program if, in their collective judgment, such a modification is warranted.

## **APPENDIX K**

### **HEALTH LAW CERTIFICATE PROGRAM**

#### **Advisor: Professor Marguerite Chapman**

The College of Law offers a Certificate in Health Law to students who satisfactorily complete eighteen (18) credits in formally approved Health Law Certificate Program (HLC) courses with an average grade of C+ or better 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 with the Director no later than registering for his/her final semester of law school.

I. Required Core Courses – A HLC candidate shall complete a minimum of six (6) credit hours consisting of at least three (3) courses. A minimum of one course shall be chosen from each of the two subcategories below:

A. Basic Health Care Law

1. Advanced Torts: Health Law [Course 5863]
2. Bioethics and the Law
3. Elder Law

B. Advanced Torts, Biomedical Ethics, Law & Policy

1. Advanced Torts [Course 5162 or 5163]
2. One of the following:
  - Domestic Violence and the Law
  - Mental Health Disability Law or
  - Social Security Disability Law

II. Health Law Practice Skills – A HLC candidate shall complete a minimum of four (4) credit hours consisting of at least two (2) courses. The courses shall be chosen from any two of the three subcategories set forth below:

A. Client Interviewing/Negotiation Skills:

1. Introduction to Alternative Dispute Resolution
2. One of the following:
  - Arbitration
  - Interviewing, Counseling, & Negotiation
  - Mediation

B. Advocacy/Litigation Skills:

1. Civil Appellate Practice & Procedure
2. Evidence Workshop
3. Pretrial Practice
4. Trial Practice

C. Legal Drafting/Writing Skills

1. Advanced Legal Writing
2. Estate Planning
3. Independent Research Paper on health law-related subject approved by the Director of the HLC program as fulfilling HLC credits.
4. Seminar or law journal paper on health law-related subject approved by the Director of the HLC program as fulfilling HLC credits; the seminar cannot duplicate requirements for Category I above.

III. Administrative, Employment, Business, & Related Courses – A HLC candidate shall complete a minimum of four (4) credit hours consisting of at least two (2) courses. The courses shall be chosen from any two of the three subcategories set forth below:

- A. The Employment Setting
  1. Employment Discrimination Law
  2. Employment Benefits Law
  3. Labor Law
  
- B. Public Health, Safety, and Administration
  1. Administrative Law
  2. Environmental Law
  3. Legislation
  4. Workers Compensation
  
- C. Business Organizations, Finance, & Taxation
  1. Agency and Partnership
  2. Antitrust Law\*
  3. Basic Corporate Law
  4. Creditors Rights and Bankruptcy
  5. Negotiable Instruments
  6. Selling & Leasing Goods
  7. Secured Transactions
  8. Taxation of Corporations and Shareholders
  9. Trademark and Unfair Trade Practices\*

IV. Law & Society – A HLC candidate shall complete a minimum of two (2) credit hours consisting of at least one (1) course chosen from either subcategory below:

- A. The Individual and Society
  1. Family Law
  2. Gender and the Law
  3. Immigration Law & Procedure
  4. Juvenile Law
  5. Native American & Indigenous Rights
  6. Sex Crimes

- B. Historical, Jurisprudential, or Economic Dimensions of the Law
  - 1. Federal Indian Law
  - 2. International Law
  - 3. Jurisprudence

V. Health Law Practice – A HLC candidate shall complete a minimum of two (2) credit hours chosen from either subcategory below and subject to the approval of the Director of the HLC program as fulfilling HLC requirements:

A. Health Law Externship (e.g., by arrangement with corporate counsel of nonprofit hospital system or governmental agency & approved in advance by the HLC directory);

B. Practice Related Credits

- 1. 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.
- 2. 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 Category II.C. above.

C. Advanced Competitions

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

D. Significant law journal/law review work encompassing health law  
[cannot duplicate other HLC credits].

In individual cases, the Director of this Certificate Program and the Vice Dean are authorized to modify the requirements of the Program if, in their collective judgment, such a modification is warranted.

\*courses offered on infrequent basis

## **APPENDIX L**

### **ENTREPRENEURIAL LAW CERTIFICATE PROGRAM**

Requirements: Students must satisfy the requirements of Sections I, II, III and IV. The courses in Section I will be offered at least once every academic year.

- I. Mandatory Core Courses (All three courses are mandatory.)
  1. Entrepreneurship (Management 7033) (to be cross-listed for law credit)
  2. Basic Corporate Law (3 or 4 hours)
  3. Agency and Partnership (2 or 3 hours)Note: A full-time student generally should take Agency and Partnership and Basic Corporate Law during the second year and Entrepreneurship during the third year.
  
- II. Elective Core Courses (Select any one of the following three courses. If more than one is selected, the additional course(s) may be applied to satisfy Section III below.)
  1. Taxation of Corporations and Shareholders (3 hours)
  2. Antitrust (3 hours)
  3. Employment Law (3 hours) or Employment Discrimination (3 hours)
  4. Labor Law (3 hours)
  
- III. Elective Related Courses (Select any three of the following courses.)
  1. Introduction to Alternative Dispute resolution (2 or 3 hours)
  2. Mediation (2 or 3 hours)
  3. Taxation of Corporations and Shareholders (3 hours, if not taken in satisfaction of Section II above)
  4. Taxation of Estates, Trusts and Gifts (3 hours)
  5. Trademark Law and Unfair Trade Practices (2 or 3 hours)
  6. Workers' Compensation (2 hours)
  7. Estate Planning (2 hours)
  8. International Business Transactions (3 hours)
  9. Intellectual Property Law (3 hours)
  10. University or law courses related to entrepreneurial law approved by the Director of the Entrepreneurial Certificate Program and a dean.
  
- IV. Writing, Practice or Oral Advocacy Skills (One of the following is required.)
  1. Independent Study Paper with a grade of C+ or higher supervised by two College of Law faculty members. (The topic of the paper must be approved for Section IV credit by the Director.)
  2. Legal Internship (approved by the Director) with a lawyer who specializes in corporate or tax law.
  3. Judicial Internship, for credit, with United States Bankruptcy Judge.

A student who satisfies the requirements of Sections I, II, III and IV will receive a Certificate in Entrepreneurial Law. A student should consult with the Director of the certificate program for advice about designing a program that meets the requirements for the certificate and satisfies the student's goals.

In individual cases, the Director of this Certificate Program and the Vice Dean are authorized to modify the requirements of the Program if, in their collective judgment, such a modification is warranted.

## **APPENDIX M**

### **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  
Advanced Torts – Torts  
Advanced Torts: Health Law – Torts  
Advanced Trial Practice – Trial Practice  
Bioethics – Torts  
Civil Procedure II – Civil Procedure  
Conflict of Laws: International and Domestic – Civil Procedure, Civil Procedure II, Constitutional Law  
Constitutional Law II – Constitutional Law  
Corporate Finance – Basic Corporate Law  
Decedents' Estates and Trusts – Property  
Energy Law Journal – Energy Policy: The REEL World  
Estate Planning – Decedent's Estates and Trusts; Taxation of Estates, Trusts and Gifts  
Evidence Workshop – Evidence  
Federal Courts – Civil Procedure; Constitutional Law  
Hazardous Substances Controls – Environmental Law  
Health Care Organization and Finance – Basic Corporate Law  
Individual Rights – Constitutional Law  
Legal Internship – Professional Responsibility, Evidence, Civil Procedure, Civil Procedure II  
Pretrial Practice – Civil Procedure  
Real Estate Transactions – Property  
Securities Regulation – Basic Corporate Law  
Taxation of Corporations and Shareholders – Federal Income Taxation  
Trial Practice – Evidence; Civil Procedure; 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 Courses Prerequisites

Antitrust Law – Administrative Law  
Creditors' Rights and Bankruptcy – Secured Transactions  
Decedents' Estates and Trusts – Evidence  
Environmental Law – Administrative Law

Estate Planning – Federal Income Taxation, Professional Responsibility  
Mental Health Disability Law – Criminal Law  
Regulated Industries: Energy and Natural Resources – Administrative Law  
Remedies – Contracts, Torts, Civil Procedure  
Taxation of Corporations and Shareholders – Basic Corporate Law  
Taxation of Estates, Trusts and Gifts – Decedents’ Estates and Trusts  
Trademark Law and Unfair Trade Practices – Administrative Law  
White Collar Crime – Criminal Law

**APPENDIX N**  
**PERSPECTIVE AND TRANSNATIONAL COURSE**

- 1) Perspective “Big Picture” or Different Perspective  
 American Legal History  
 Jurisprudence  
 Bioethics and the Law  
 Federal Indian Law  
 Gender and the Law  
 Indian Gaming Law  
 Immigrants Rights Project – Boesche Legal Clinic  
 Law and Culture  
 Law and Economics  
 Law and Indigenous Economics  
 Law and Literature  
 Law and Theology  
 Legal Controversies Involving Art, Artifacts and Antiquities  
 Military Law  
 Mind Sciences & the Law  
 Philosophy and Law:  
     Maimonides’ Rationalization of Divine Law  
 Multinational Corporations & Human Rights  
 Native American Natural Resources  
 Protection of Minority and Indigenous Cultures  
 Special topics-History of American Law: Race And Gender  
 Thomas Aquinas: Treatise on Law  
 (Offered by Arts & Sciences Prof. Hittinger)  
 Tribal Economic Development  
 Tribal Government
- 2) Transnational  
 Comparative bioethics and the Law  
 Comparative Law  
 European Union Law  
 Family Law in the World Community  
 Foreign Relations Law  
 International Business Transactions  
 International Energy and Natural Resources Law  
 International Environmental Law  
 International Law  
 International Law and the Rights of the Child  
 International Petroleum Transactions  
 International Sales Law  
 International Trade and Commerce Law  
 Immigrants Rights Project – Boesche Legal Clinic  
 Native American and Indigenous Rights  
 Participation in a Program Abroad, except those courses approved as Perspective Courses  
 (Enrollment upon approval of the Director and the Associate Dean of Students)

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

The Academic Dean should establish a date each semester by which students must submit student articles that they wish to have reviewed the following summer or semester for seminar credit. Articles submitted will then be apportioned out to faculty who are not on sabbatical the following semester, including faculty with administrative appointments, on an equal basis. Assignments to read student journal or law review articles for seminar credit will be coordinated by the Academic Dean's office. However, if *Energy Law Journal* articles are reviewed for seminar credit by the *Energy Law Journal* faculty advisor as part of the internal system adopted by NELPI and that journal, *ELJ* articles will not be distributed as part of that pool and the faculty advisor or NELPI 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 until the end of the summer or semester following the submission to read the article(s) and make a determination regarding whether the article(s) should be approved for seminar credit. If the faculty reader does not feel the article(s) should receive seminar credit, the faculty member must so advise the student, copying that decision to the registrar and the Academic Dean's office. Alternatively, the student would have at least one remaining semester in which to enroll in a seminar class to fulfill the seminar requirement. If the faculty reader approves the article(s) for seminar credit, the faculty reader should notify the student in writing, copying that decision to the Registrar and the Academic Dean's office.

This rule is effective for law review and law journal candidates who will begin their candidacy in the fall 2007 semester or after and will apply to any other law journal or law review student who is currently a staff member or editor who will not graduate until December 2008 or thereafter.

A student who completes the requirements for a certificate of participation in either of our two law journals will satisfy the seminar requirement if:

- a. the student has a note or comment published; or
- b. the editor in chief of the respective journal, with the approval of the faculty advisor certifies that an article written for the journal by the member is substantially equivalent to a seminar paper.

## **APPENDIX P**

### **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 Assistant 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 Assistant Dean for Student Affairs, the Assistant 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 Assistant 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 Assistant Dean for Student Affairs, the Assistant Dean for Student Affairs shall advise the student of any action the College of Law is taking to address the matter.