

**Policy Governing Student Complaints
Regarding the Law School's Program of Legal Education
and Compliance with ABA Standards and Rules of Procedure
for Approval of Law Schools**

Oklahoma City University School 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, located at this link:

http://www.americanbar.org/groups/legal_education/resources/standards.html.

Submitting a Complaint

Any student who alleges that a significant problem directly implicates the School of Law's program of legal education and compliance with the *ABA Standards for Approval of Law Schools* may file a written complaint with the associate dean for academic affairs (hereinafter "associate dean"). The written complaint may be submitted in-person, by U.S. mail, by fax, or by email.

The written complaint must satisfy each of the following four requirements:

1. identify the problem in sufficient detail to permit associate dean to investigate the matter, while including a description detailing the behavior, program, process, or other matter that is the subject of the complaint, and how the matter implicates the School of Law's program of legal education and its compliance with a specific ABA Standard(s),
2. cite the specific ABA Standard(s) at issue,
3. be signed by the student, and,
4. include the student's contact information, including name, official Oklahoma City University School of Law email address, and phone number(s).

Resolving a Complaint

Absent unusual circumstances, within 15 business days after a signed written statement from a student is received by the associate dean, the associate dean shall advise the student in writing of any action the School of Law is taking to address the matter, any action taken or investigation begun regarding the information contained within the complaint, or the reasons why no action or investigation has been undertaken. Law school holidays and other times the university is closed are not counted as business days.

Appeal Process

Within ten business days of being advised of any action the School of Law will take to address the matter, the student may appeal that decision to the dean of the School of Law. Such appeal shall be in writing, shall specify with particularity the facts relied upon to support the allegation, shall identify the ABA Standard(s) to which it is alleged the School of Law is not in compliance, and shall specify with particularity the ways in which the final substantive response of the associate

dean is in error. The written appeal must also include the student's name and the student's official Oklahoma City University School of Law email address. Within ten business days (as defined herein), the dean shall respond in writing to the student's appeal. The decision of the dean is final.

Maintaining a Written Record of Complaints

The associate dean shall maintain a record of the Standard 512 complaints and the resolution of any such complaints for eight years from the date of final resolution of the complaint.

Protection Against Retaliation

The School of Law will not in any way retaliate against a student who makes a complaint under this policy, nor permit any faculty member, administrator, employee or student to do so. The prohibition on retaliation does not, however, protect a student from sanctions for knowingly making false accusations.

Not Exclusive Complaint Policy or Procedure

This policy shall not apply to student complaints that are covered either by the law school's *Student Conduct Code* or by Oklahoma City University's complaint procedures, including but not limited to complaints relating to discriminatory harassment or sexual harassment.