

OKLAHOMA CITY UNIVERSITY SCHOOL OF LAW

2020 ACADEMIC HANDBOOK

Table of Contents

The individual chapters of our Academic Handbook appear online so that we may update them continuously. Pages to the chapters appear below, plus some important notices.

This gives you all of the chapters as of July 15, 2020 integrated into one continuous text. Be sure to check the individual chapters online for later versions. You'll know whether a chapter online is a later version by the date in the upper right-hand corner of the first page of the chapter.

Every effort has been made to ensure the accuracy of the information presented in this handbook. However, all courses, course descriptions, materials, schedules, sequences of courses in programs, instructor designations, curricular degree requirements, methods of instruction, locations of instruction, and fees described herein are subject to change or elimination without notice. This information is provided solely for the convenience of the reader and does not constitute or create a contract between prospective or current students and Oklahoma City University. Students should consult the appropriate department, school, college, or graduate division for current information, as well as for any special or temporary rules or requirements imposed by the department, school, college, or graduate division.

The following policies have been updated or added in response to the COVID pandemic:

- Recording Policy (updated) – page
- Required Technology – page
- Attendance Policy – page 21
- Distance Learning Policy – page 25

In addition students are required to comply with other university and law school COVID-related policies, including the Building Access Policy, Events Policy, and University travel policies.

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Important Notices

Nondiscrimination and Special Accommodations. Oklahoma City University adheres to all federal and state civil rights laws prohibiting discrimination in private institutions of higher education. The University will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, religion, color, sex, pregnancy, political affiliation, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, sexual orientation, gender, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Contact information

Reporting Discrimination

Reports of discrimination, harassment, and/or retaliation may be made using any of the following options. There is no time limitation on the filing of allegations. However, if the responding party is no longer subject to Oklahoma City University's jurisdiction, the ability to investigate, respond and provide remedies may be more limited:

1. Report directly to the Title IX Coordinator or Deputy Title IX Coordinator

Ms. Joey C. Croslin
Title IX Coordinator
Administration Building
Suite 205 (405) 208-5075
jcroslin@okcu.edu

Ms. Amy R. Ayres
Deputy Title IX Coordinator
University Center
Suite 257
(405) 208-7900
aayres@okcu.edu

2. Report online, using the reporting form posted [here](#).
3. Report to a University administrator or member of the Title IX Resource Team and/or
4. Report using the using the Campus Conduct Hotline (866) 943-5787

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- On-campus licensed professional counselors and staff
- On-campus health service providers and staff
- On-campus clergy, acting in their capacity as clergy
- Off-campus (non-employees):

- Licensed professional counselors
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains

Oklahoma City University School of Law complies with the nondiscrimination provisions of federal law and the nondiscrimination standards of the American Bar Association and the Association of American Law Schools. This includes, but is not limited to, nondiscrimination in admissions, employment, financial aid, and educational services.

In particular, the School of Law provides its students and graduates with equal opportunity to obtain employment without discrimination or segregation on the grounds of race, color, religion, national origin, sex, age, handicap or disability, sexual orientation, or veteran status. In furtherance of this policy, the School of Law communicates to each employer to whom it furnishes assistance and facilities for interviewing and other placement functions the school's firm expectation that the employer will observe this principle of equal opportunity.

In the School of Law, the Associate Dean for Academic Affairs is the liaison for special accommodations. Requests for special accommodations under the ADA are evaluated in the School of Law by the school's Special Accommodations Committee. Law students who believe they need special accommodations should notify the Associate Dean for Academic Affairs, who can provide further information about procedures for requesting special accommodations. The student will be required to furnish adequate documentation as specified by the committee. The deadlines for requests for special accommodations are given in the Student Disability Services Brochure, available on the law school's website and from the law school's Registrar's Office. Continuing students should be aware that some of the deadlines occur prior to the start of a semester.

Your Rights Under FERPA. The Family Educational Rights and Privacy Act (FERPA) gives you certain rights with respect to your educational records. Those rights are: the right to inspect and review your educational records; the right to request the amendment of your educational records to ensure they are not inaccurate, misleading, or otherwise in violation of your privacy or other rights; the right to consent to disclosures of personally identifiable information contained in your educational records, except to the extent that FERPA authorizes disclosure without consent; the right to file with the US Department of Education a complaint concerning alleged failures by Oklahoma City University to comply with the requirements of FERPA; and the right to obtain a copy of the university's student records policy. A copy of the policy may be obtained from the Office of the Provost.

Notice of Changes in Rules and Regulations. From time to time, the university and the law school change their rules, regulations, and procedures. Those changes apply to you as they are made. Check your OCU student e-mail account and consult the law school's and university's websites frequently to be sure that you are using the current version of rules, regulations, and procedures. This handbook does not constitute a contract between you and either the university or the law school.

Notice of Non-Reliance on Law School Staff. Although the staff of the School of Law will try to answer your questions, any erroneous information or interpretation given by them will not excuse your obligation to study and comply with the School of Law's rules and regulations yourself, nor will such erroneous information or interpretation lessen the penalties for a violation. If you have questions about the

interpretation of the School of Law's rules and regulations after you have studied them, please consult the Associate Dean for Academic Affairs.

Notice of Email as Exclusive Means of Communication. As required by university policy, all communications from the School of Law to you will be to your OCU student e-mail account only. You are responsible for checking your OCU student e-mail account and for cleaning out the account regularly so that e-mails are not returned because your account is full.

Media Consent. Oklahoma City University follows the common practice of using photographs, videotapes, and other media containing the likeness of its students, faculty, and staff for editorial, advertising, and trade purposes in promoting the best interests of the university. Any student who prefers not to be photographed should so indicate on the release form provided by the School of Law. It is the student's responsibility to update the release form if the student's preference changes.

REQUIREMENTS FOR THE JURIS DOCTOR (JD) DEGREE (Students entering in 2020 or later)

SCHEDULING OPTIONS

We offer full-time and part-time scheduling options. In addition, for students who entered in 2019 or earlier, we continue to offer Part-Time and Full-Time Sunset scheduling options. Full-Time Sunset courses are taken after 2:00 pm.

REQUIREMENTS FOR ALL STUDENTS

1. Students must complete **90 credit hours** to graduate (84 credit hours for students in the JD/MA, JD/MBA, or JD/MPA paired degrees program).
2. Students must complete the **fixed required courses**. These courses and their required sequencing are given below.
3. In addition to the fixed required courses, students must complete at some time in law school **all of the following**:
 - (a) *Corporations*;
 - (b) *Legislation and Regulation*, which must be taken during the second year for full-time students and the third year for part-time students;¹
 - (c) The four **Core Courses** listed below, subject to the GPA exception explained below;
 - (d) The **upper-class writing requirement** (see below), which students must satisfy *before* their last semester in law school;
 - (e) **Either a clinic or an externship** for academic credit (see below); and
 - (f) At least six credit hours of courses identified as **experiential courses** on the course schedules of the School of Law;
 - (g) **Advanced Bar Studies I and II**, unless the student has a GPA at or above 3.25 at the time of registration for Advanced Bar Studies I.
4. **Core Courses:**

Agency and Unincorporated Business Associations
Criminal Procedure
Secured Transactions
Wills, Trusts, and Estates

Students with a GPA at or above 2.900 after both their second and third semester are exempt from this requirement.

¹ Students who entered in May, 2020, may satisfy this requirement with the Legislation course taken in Summer 2020.

5. Upper-Class Writing Requirement

The Upper-Class Writing Requirement (UCWR) is satisfied by a rigorous writing experience after the first year of law school (ABA Standard 302(a)(3)), the completion of which is certified by a member of the faculty. Please refer to the separate document, *Guidelines for the Upper-Class Writing Requirement*, for requirements applicable to all methods of satisfying the UCWR other than by a seminar or course.

Each student must successfully complete the UCWR before his or her final semester of law school. The student will not be permitted to enroll in his or her second-to-the-last semester of law school unless he or she has already satisfied the requirement or is then enrolling in a course sufficient to satisfy the requirement.

At or before the time the student registers for his or her final semester of law school, the student must deliver to the Law Registrar's Office a form certifying the student's satisfaction of the UCWR. The form will contain a statement signed by a faculty member that certifies either that (1) the student has satisfactorily *completed* the UCWR under that faculty member's supervision; or (2) the student has made *substantial progress* toward completion of the UCWR under that faculty member's supervision. "Substantial progress" means, at a minimum, submission of a detailed written outline or research summary.

The Upper-Class Writing Requirement may be satisfied in any of the following ways:

Seminar. A student may fulfill the writing requirement by satisfactory completion of a seminar, if the instructor so certifies. Most students elect this option, receiving a letter grade and two hours of academic credit. A seminar requires a substantial written product or products as determined by the instructor. Satisfaction of the writing requirement is separate from satisfaction of the seminar requirements, and the instructor may require several rewrites of the seminar paper before certifying completion of the writing requirement.

Designated Courses. A student may fulfill the writing requirement by satisfactory completion of a course designated by the faculty as eligible for the writing requirement, if the instructor so certifies. Satisfaction of the writing requirement is separate from satisfaction of the course requirements, and the instructor may require several rewrites of the written work product of the course before certifying completion of the writing requirement. The student receives a letter grade and the hours of academic credit specified for the course.

Law Review. A student who is a member of the Oklahoma City University Law Review may satisfy the writing requirement by preparing a Note of publishable quality, as certified by a supervising faculty member. The student receives a letter grade and two hours of academic credit.

Moot Court Teams. A student may satisfy the writing requirement by: (1) satisfactory participation in the preparation of a brief as a member of an interscholastic moot court team approved for the writing requirement; and (2) any additional written work deemed

necessary by the full-time law faculty sponsor of the team. The following teams are currently approved for the writing requirement:

- (a) Jessup Memorial International Moot Court Competition
- (b) ABA National Appellate Moot Court Competition
- (c) NALSA National Appellate Moot Court Competition
- (d) National Moot Court Competition (New York City Bar)

Directed Research. A student may satisfy the writing requirement by successfully completing Course No. 9092, "Directed Research," if the instructor so certifies. This course requires the preparation of a written paper corresponding in scope and publishable quality to a law review Note. Election of this option requires the student to work closely with a full-time faculty member. No professor shall be obligated to supervise any student's work in Course No. 9092, and no professor shall supervise more than three students' work during one semester in Course No. 9092, "Directed Research," and Course No. 9091, "Supervised Paper" (described below), combined. A student who satisfies the writing requirement by successful completion of Course No. 9092 receives a letter grade and two hours of academic credit. A student should select this option only if he or she is prepared to do extensive research in an area of great interest to him or her.

Only a full-time law faculty member is permitted to certify a "Directed Research" paper. Students may not enroll in "Directed Research" in the summer.

Supervised Paper. A student may satisfy the writing requirement by successfully completing Course No. 9091, "Supervised Paper," if the instructor so certifies. This course requires the student to write a substantial paper that must (1) seek to make a significant contribution to the understanding of a topic which is sufficiently novel, important, or interesting to be suitable for scholarly analysis in a law journal; (2) reflect research of sufficient substance to provide a reader familiar with the issue or the field with valuable knowledge and insights; (3) reveal substantial analysis of the material and issues presented; (4) be presented in a clear and finished manner; (5) consist of not less than twenty-five typewritten, double-spaced pages of text exclusive of footnotes or endnotes, using Times New Roman 12-point font and with standard margins; and (6) present footnotes that conform to the most recent edition of A Uniform System of Citation. No professor shall be obligated to supervise any student's work in Course No. 9091, and no professor shall supervise more than three students' work during one semester in Course No. 9091, "Supervised Paper," and Course No. 9092, "Directed Research," combined. Students electing to satisfy the writing requirement by successful completion of Course No. 9091 are graded on a credit (Cr), no-credit (NC), or credit with honors (CrH) basis, and receive one hour of academic credit.

Only a full-time law faculty member is permitted to certify a "Supervised Paper." Students may not enroll in "Supervised Paper" in the summer.

6. Additional Rules for the Clinic or Externship Requirement

Enrolling in More Than One Clinic or Externship. Any student who has already completed the requirement of a clinic or externship is subject to the following limitations on enrolling in additional clinics or externships:

- (i) If a student has completed **a clinic**, the person's enrollment in another clinic (other than the advanced version of the clinic that the student has already completed) or an externship program is subject to cancellation until one week prior to the start of the semester to permit another student to satisfy the graduation requirement; and
- (ii) If a student has completed **an externship program**, the person's enrollment in a clinic or another externship is subject to cancellation until one week prior to the start of the semester to permit another student to satisfy the graduation requirement.

An Alternative to the Requirement. Students who hold a Licensed Legal Intern license and who have completed either (i) Pretrial Litigation, (ii) Interviewing, Counseling, and Negotiation Advocacy, or (iii) Trial Practice may satisfy the requirement of a clinic or externship by instead working a minimum of 100 hours in a single semester or summer under the supervision of an attorney. Qualifying students will not receive academic credit but will satisfy the graduation requirement. Qualifying students must turn in time records in a form satisfactory to the Associate Dean for Academic Affairs; such time records should be redacted by the student to avoid disclosure of confidential client information and should be signed by the employer. The Registrar's Office has developed a form for students who plan to complete this option.

The student may work under the supervision of an attorney in any of the following law-related settings: law firms, corporate legal departments, the legal departments of administrative agencies, the offices of prosecutors and public defenders, and the legal and policy staffs of a state legislature. The student may be compensated for such work or may perform such work as a volunteer.

This alternative may not be counted toward the degree requirement of at least six credit hours of experiential courses.

7. Experiential Courses

Experiential courses are those clinics, externships, and simulation courses that meet the requirements of ABA Standards 303(a)(3), 304, and 305. Courses that meet those requirements are identified as experiential courses on the law school's course schedules. A clinic or externship that satisfies degree requirement 3(e) above may also be counted toward this requirement.

8. Students Entering before 2020

Students who entered OCU law school before 2020 may take either *Administrative Law* or *Legislation* in lieu of the requirement of *Legislation and Regulation*,. For those students, the requirement may be satisfied at any time.

9. Students Entering before 2019

Students who entered OCU law school before 2018 are exempt from the Core Courses requirement. Instead, those students are required to take either three or six credits from the “Group A” courses listed below.

- Administrative Law
- Commercial Paper
- Consumer Bankruptcy
- Criminal Procedure
- Income Tax
- Sales and Leases
- Secured Transactions
- Wills, Trusts, & Estates

Students who entered OCU law school in 2018 (Summer or Fall) are subject to the Core Courses requirement, rather than the Group A requirement, unless the student can demonstrate that the change to the new curriculum creates hardship for the student. Students seeking to use the Group A curriculum rather than the Core Courses curriculum should contact the Associate Dean for Academic Affairs.

Students who entered OCU law school in 2019 are subject to the Core Courses requirement.

THE FIXED REQUIRED COURSES FOR EACH SCHEDULING OPTION

Full-Time Scheduling, Either Day or Sunset (pre-2020)

<u>First Year, Fall Semester (14 credit hours)</u>	<i>Credit Hours</i>
Legal Analysis	1
Civil Practice and Procedure I	3
Contracts I	3
Legal Research and Writing I	3
Torts	4
<u>First Year, Spring Semester (15 credit hours)</u>	
Legal Analysis	0
Civil Practice and Procedure II	3
Contracts II	3
Criminal Law	3
Legal Research and Writing II	2
Property	4
<u>Second Year, Fall Semester (14–16 credit hours)</u>	
Constitutional Law I	3
Evidence	3-4
Legal Profession	3
Two additional courses (Evidence in Practice, Advanced Practice Skills, and one-week pre-semester courses do not satisfy this requirement) Leg/Reg must be taken during the second year	4-6
<u>Second Year, Spring Semester (14-16 credit hours)</u>	
Constitutional Law II	3
All other courses elective Leg/Reg must be taken during the second year	Up to 13 hours
<u>Third Year</u>	
Advanced Bar Studies I and II	

continued

Part-Time Scheduling, Either Day or Sunset (pre-2020)

<u>First Year, Fall Semester (11 credit hours)</u>	<i>Credit Hours</i>
Legal Analysis	1
Contracts I	3
Legal Research and Writing I	3
Torts	4
<u>First Year, Spring Semester (9 credit hours)</u>	
Legal Analysis	0
Contracts II	3
Legal Research and Writing II	2
Property	4
<u>Second Year, Fall Semester (9 credit hours)</u>	
Civil Procedure I	3
Constitutional Law I	3
Legal Profession	3
<u>Second Year, Spring Semester (9 credit hours)</u>	
Civil Procedure II	3
Constitutional Law II	3
Criminal Law	3
<u>Third Year, Fall Semester (9-10 credit hours)</u>	
Evidence	3-4
All other courses elective (Leg/Reg must be taken during the third year)	4-6
<u>All Future Semesters</u>	
Advanced Bar Studies I and II	

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REQUIREMENTS FOR THE DEGREE OF MASTER OF LAWS (LLM) IN AMERICAN LAW

Oklahoma City University School of Law offers the degree of Master of Laws (LLM) in American Law. Enrollment in this degree program is limited to persons who hold a first law degree from a university or law school located outside the United States.

REQUIREMENTS FOR THE DEGREE

1. The student must complete 24 credit hours of coursework.
2. The student must complete two required courses: American Legal Research and Writing, and Introduction to the American Legal System.
3. The student's selection of elective courses must be approved by the Faculty Advisor for the LLM in American Law program. The student may pursue a general course of study, or the student may pursue one of the certificate programs offered by the School of Law.

If the student intends to take a bar examination in the United States, the student should consult with the Director of Academic Achievement about suitable courses. In general, LLM degree programs in the United States are not adequate preparation for bar examinations. The School of Law advises students who wish to prepare for a bar examination in the United States to enroll in the JD degree program.

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OKLAHOMA CITY UNIVERSITY SCHOOL OF LAW

LEARNING OUTCOMES FOR THE J.D. PROGRAM

1. Our graduates will know and understand substantive and procedural law.
2. Our graduates will demonstrate competence in legal analysis and legal reasoning.
3. Our graduates will demonstrate competence in legal research.
4. Our graduates will demonstrate competence in problem-solving in the legal context.
5. Our graduates will demonstrate competence in written and oral communication in the legal context.
6. Our graduates will demonstrate competence in the exercise of proper professional and ethical responsibilities to clients and the legal system.
7. Our graduates will demonstrate competence in the efficient organization of work and the meeting of deadlines.
8. Our graduates will demonstrate willingness and capacity to engage in civic life.

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ACADEMIC STANDARDS AND REGULATIONS

The following academic standards and regulations appear in alphabetical order.

Academic Good Standing

All students are in good standing during their first semester. Subsequently, a cumulative grade point average of 2.0 or higher is required for good standing for students who entered in 2014 or later. (See also “Academic Probation, Dismissal, and the Triggering of Additional Requirements” below). *Revised March 7, 2014.*

Academic Loads

Minimum Course Loads. After the fall semester of their second year, full-time students must take at least 10 credit hours per semester unless the Associate Dean for Academic Affairs has granted permission to take fewer hours. After the spring semester of their second year, part-time students must take at least 8 credit hours per semester unless the Associate Dean of Academic Affairs has granted permission to take fewer hours.

Maximum Course Loads. A full-time student may not enroll in more than 16 credit hours per semester. A part-time student may not enroll in more than 10 credit hours per semester, except that a part-time student enrolled in Legal Analysis may enroll in 11 credit hours without permission. The Associate Dean for Academic Affairs may grant exceptions to these maximums; see the paragraph below on Course Overloads.

Usual Course Loads. A full-time student will normally carry 14 to 16 credit hours per semester. A part-time student will normally carry 9 to 10 credit hours per semester. To graduate in 4 years, a part-time student must carry 10 hours for 8 semesters and 5 hours during each of two summer terms.

Summer Course Loads. The maximum course load for summer sessions for full-time students is 8 credit hours and for part-time students is 5 credit hours. There are no minimum course loads for summer sessions except as necessary to qualify for financial aid.

Course Overloads. The Associate Dean for Academic Affairs may grant a course overload (enrollment in either 17 or 18 credit hours per semester for a full-time student and enrollment in either 11 or 12 credit hours per semester for a part-time student) upon written petition by the student. Relevant factors in determining whether to grant an overload include the student’s level of outside work (or other activities), the student’s prior academic performance, a need to coordinate the student’s academic calendar, and whether the overload would result in an over-accelerated course of study conflicting with accreditation standards. A student may not petition for a course overload for a semester in which he or she is enrolled in a clinic. The accreditation standards of the American Bar Association do not permit a student to be enrolled at any time in more than 18 credit hours.

Coordination with Outside Employment. The School of Law has limits on students' outside employment (see "Outside Employment," below). The Associate Dean for Academic Affairs may grant a workload exceeding those standards, upon written petition by the student. Relevant factors in determining whether to grant a work overload include the student's prior academic performance. A student may not petition for a work overload for a semester in which he or she is enrolled in a clinic. *Revised July 1, 2015.*

Academic Probation, Dismissal, and the Triggering of Additional Requirements

Upon completion of the student's first semester, the student will be subject to the following academic standards:

1. *Dismissal.* Any first-year student, whether full-time or part-time, with a grade point average of 1.3333 or lower upon completion of his or her first semester shall automatically be dismissed from the School of Law.

2. *Optional Fresh Start Program.* Any first-year student, whether full-time or part-time, with a grade point average greater than 1.3333 but below 2.0 upon completion of his or her first semester may elect to withdraw from his or her second semester courses and participate in the fresh-start program. Such election must be made within two weeks after the Registrar has posted the grades from the first semester. The withdrawn student shall be enrolled during the next summer term in a course designated by the Associate Dean for Academic Affairs upon the recommendation of the Director of Academic Achievement. If the student completes the summer-term course with a grade of C or higher, the student may retake the courses of his or her first semester of law school. If the student fails to complete the summer-term course with a grade of C or higher, the student shall automatically be dismissed from the School of Law. If the student may retake the courses of his or her first semester, the student shall not receive academic credit for his or her first attempt at the first semester of law school and the grades from the first attempt shall not be included in the student's cumulative grade point average; however, the student shall receive credit for the summer-term course and the grade in that course shall be included in the student's cumulative grade point average. The fresh-start semester shall be treated as the student's first semester of law school for purposes of this academic regulation about academic probation and dismissal, except that, if the student fails to attain a cumulative grade point average of 1.8 or higher at the end of the fresh-start semester, the student shall automatically be dismissed from the School of Law and may not again participate in the fresh-start program. *Added May 5, 2017.*

Upon completion of the student's second semester and thereafter, the student will be subject to the following academic standards:

1. *Good Standing.* A student is in good standing if he or she entered in 2014 or later and has a cumulative GPA of 2.0 or higher. *Revised March 7, 2014.*

2. Probation. A student will be placed on probation for the next ensuing regular semester, either fall or spring, if paragraph 4 below does not apply and he or she entered in 2014 or later and has a cumulative GPA of 1.9175 or higher but below 2.0. However, a student placed on probation for fall, but who is enrolled in summer school and earns a grade point average lower than 1.6667 for the summer term, will be dismissed, with right of appeal. *Revised March 7, 2014.*

3. Dismissal Generally. A student will be automatically dismissed from the School of Law if he or she entered in 2014 or later and has a cumulative GPA lower than 1.9175. *Revised March 7, 2014.*

4. Dismissal After a Return to Good Standing. Any student who entered in 2014 or later, has been placed on probation and subsequently achieves good standing, but whose cumulative GPA again drops below 2.0 will be automatically dismissed. *Revised March 7, 2014.*

5. Six Group A Courses Required for Certain Students. Any student who entered in 2014 or later and has a cumulative GPA of 1.9175 or higher but lower than 2.3333 after the completion of his or her second, third, or fourth semester, and any student who is automatically dismissed but then allowed to continue his or her studies by the Petitions and Retention Committee, must complete before graduation six (rather than three) of the courses in Group A (Administrative Law, Agency and Unincorporated Business Associations, Commercial Paper, Consumer Bankruptcy, Criminal Procedure, Income Tax Law, Sales and Leases, Secured Transactions, and Wills, Trusts, and Estates). The student's obligation to complete six of the Group A courses before graduation continues throughout his or her law school studies regardless of whether the student's cumulative GPA later increases to 2.3333. The Petitions and Retention Committee may not grant exceptions to this paragraph 5. *Revised March 7, 2014.*

More About Probation. A student on probation may continue his or her law school studies. A student on probation may not participate in law review, competitive moot court teams, clinics, or externships; may not enroll in or complete a Supervised Paper or Directed Research; may not serve as a class officer; and may not hold office in a student organization or in the Student Bar Association. Students who are placed on probation for the spring semester and first-year students who earn in the fall semester less than a 2.0 grade point average will not be permitted to enroll in the next summer term. *Revised March 7, 2014.*

Any student who receives notice that he or she is being placed on academic probation, is issued a written academic warning, or achieves a cumulative grade point average of at least 2.0 but less than 2.3333 shall contact the Director of Academic Achievement within 10 calendar days to schedule a meeting. The Director will evaluate the student's circumstances and make recommendations for improvement, including, where appropriate, additional follow-up and participation in the Academic Achievement Department's programming. *Revised March 7, 2014.*

A student is removed from probation when he or she attains good standing. At the end of the first term on probation, a student either is removed from probation (if the student attains academic good standing) or is dismissed.

Right of Appeal After Dismissal. A student who is automatically dismissed from the School of Law has the right of written appeal to the faculty Petitions and Retention Committee. The letter dismissing the student will inform the student of the deadline for filing an appeal; normally, it is within approximately ten days of the receipt of the letter.

On appeal from academic dismissal, the Petitions and Retention Committee may affirm the dismissal, continue the student on probation for one semester, or suspend the student for up to one year. Dismissal will be affirmed unless the student can demonstrate exceptional circumstances that in the opinion of the Committee contributed significantly to the unsatisfactory performance and that have been, or will be, corrected, and the Committee further determines that there is a strong probability of success in law school and on the bar exam if those circumstances are corrected. In the event that such exceptional circumstances may be corrected over a period of time not to exceed one year, the Committee may, in its discretion, suspend the student for that period. In applying this rule, the Committee exercises its discretion in determining whether the alleged circumstances are truly exceptional, whether those circumstances have been or can be timely corrected, and the probability of future success in law school and on the bar exam. If the student is continued on academic probation, or suspended, the Committee may impose additional requirements or conditions on the student's continued enrollment.

Pending the Committee's decision, the student may continue to attend classes during the fall or spring semester. Dismissals based on spring semester grades relate back to the end of that semester. **Students who are enrolled in the summer term who are academically dismissed based on spring semester grades may not continue to attend summer classes or to take summer exams, even if the student has appealed his or her dismissal to the Committee. This rule also applies if the student is studying abroad during the summer.** Grades that may have been earned in summer courses completed prior to the meeting of the Committee do not affect the dismissal and may be considered by the Committee, in its discretion, only as some evidence of probability of future success.

Decisions of the Petitions and Retention Committee are final and will not be reviewed further. The University Vice-President for Academic Affairs reviews dismissals for procedural errors only. The student must submit his or her request for review by the University Vice-President for Academic Affairs, if any, within 10 calendar days from the date of the decision of the Petitions and Retention Committee. *Revised on April 13, 2012.*

Failure to Re-Enroll During Probation. Any student who does not enroll in, or who withdraws from, the term during which he or she is placed on academic probation (the fall semester for those placed on probation during the summer session) must apply for readmission before any subsequent enrollment will be permitted. The semester during which a student is placed on probation is the one in which the student is notified of probation based upon the academic work in prior semesters or summer terms. Any student who fails to return the first regular semester following academic suspension is automatically dismissed.

Readmission After Dismissal. Readmission after dismissal shall be considered by the Faculty Admissions Committee according to the rules and regulations governing admission with advanced standing. A student will not be considered for readmission until at least two years have elapsed following the academic dismissal. These rules also apply to students academically dismissed from law schools other than OCU.

Attendance of Classes

Because most law school classes are based on questioning and discussion, regular attendance is essential. Each student contributes to the learning process and provides a viewpoint for classroom dialogue. The common law tradition is based on advocacy, and each student sharpens his or her skills by analysis and articulation. A large part of legal education can be achieved only in the classroom.

Even if a student could pass the examination, it is impossible to certify that he or she has satisfactorily completed the course if there have been too many absences. Accordingly, regular and punctual attendance is required for the student to pass any course in the curriculum. The definition of what constitutes “regular attendance,” and the penalty for failure to attend, is left to the discretion of each faculty member. Each professor should announce his or her attendance policy on the first day of class or in the syllabus.

Attendance policies vary among courses. Most courses require the student to attend a minimum of 80 percent of the classes of the course. Course instructors may have more stringent or more generous attendance policies. The penalty for excessive absences varies among the members of the faculty. A professor may lower a grade, drop a student from the course, or award an F for the student’s failure to attend regularly. If the faculty’s Special Accommodations Committee grants permission to a student to record classes, such permission does not affect the attendance policies in effect for that student. *Amplified November 4, 2016.*

Each member of the faculty has the discretion to permit or not to permit a student to bring his or her child to class. The School of Law has not established a policy on the matter. *Added November 4, 2016.*

A faculty member may take attendance by passing a roll sheet at each class meeting or the faculty member may take attendance from a seating chart, or by some other method. It is the responsibility of each student to make certain that he or she signs the roll sheet before leaving the class, or to make certain that he or she is sitting in the correct seat. A professor has the discretion whether to allow a tardy student to either sign the roll sheet or to otherwise be marked present. Signing the roll sheet for any other student, or requesting that another student sign for oneself, is a violation of the OCU School of Law Student Conduct Code.

It is each student’s responsibility to keep track of his or her absences in each course. As a courtesy, some faculty members will attempt to notify a student if he or she is approaching the maximum permissible absences in a course. However, the student has no entitlement to any such notice, and failure to receive notice will not affect the application of announced sanctions.

Several members of the faculty permit students to check their absences unofficially with the members of the Faculty Support Services Group. The Faculty Support Services Group from time to time posts its procedures for checking absences on the university's intranet.

In mandatory synchronous sessions (such as Zoom classes), the faculty member must be able to see whether a student is actively engaged in the enterprise. In other words, a student without video cannot be considered to be participating in the class. To be considered present for attendance purposes, a student must be visible on a Zoom or similar videoconference. This rule only applies if attendance at the Zoom session is a course requirement. If the synchronous session is optional, video participation is not required. One-time exceptions to this rule are acceptable where a student has an isolated technical difficulty. (Approved by the faculty 6/12/20)

Auditing

A current student may audit a course with permission of the Associate Dean for Academic Affairs and the course instructor. For the audit to appear on the student's transcript, the same class attendance requirements apply as those for the course taken for credit. Required courses may not be audited, and courses that have been audited may not subsequently be taken for credit. Students initially enrolled in a course for credit may change to an audit only with permission of the Associate Dean for Academic Affairs and the course instructor.

A person who is not currently enrolled at the School of Law may be permitted to audit a course, but permission ordinarily will be granted only to attorneys. Interested persons must obtain permission from the Associate Dean for Academic Affairs and the course instructor teaching the course before registering and paying the audit tuition (which is slightly lower than regular tuition) and university fees. Should a non-degree student subsequently be admitted to the School of Law, no credit will be given for courses taken as a non-degree student.

Only in rare circumstances will anyone be granted permission to audit a skills-based or limited-enrollment course.

Certification for Bar Examination

At the student's request, the Law Registrar's Office completes all forms necessary to certify the student to take his or her state bar examination.

The School of Law will not certify any student who is taking summer courses towards his or her J.D. to take the bar examination in July of that summer, even if the summer course is a concentrated course. If a student must take summer school classes to complete all credit hours towards the J.D., the earliest bar examination for which the School of Law will certify the student is the February bar of the following year. Students are urged to plan their schedules accordingly. The School of Law is not responsible for any fees the student may pay the state bar agency to take the July bar in violation of this policy or fees paid for bar review courses.

Changes in Courses or Class Schedule; Drop/Add

Required Courses. The first year curriculum is fixed and must be completed before other courses are taken.

Students may withdraw from a required course only with the permission of the Associate Dean for Academic Affairs after the Associate Dean consults with the instructor in the course. Students who have not completed the writing requirement may withdraw from a seminar, Directed Research, or a Supervised Paper only with the permission of the Associate Dean for Academic Affairs after the Associate Dean consults with the instructor. Except in extreme circumstances, permission will not be granted.

Unless granted an exception by the Associate Dean for Academic Affairs, students must take all their fixed, required courses in the section to which they were originally assigned. Transfers between sections of fixed, required courses are not permitted in the absence of extraordinary and compelling circumstances, the existence of which shall be determined in the sole discretion of the Associate Dean for Academic Affairs.

Elective Courses. A student wishing to change his or her class schedule after completing enrollment may do so online through the student portal or may obtain a Change in Class Schedule form from the Law Registrar's Office. The change in class schedule becomes effective on the day the form is processed by the Registrar.

All Courses. For information on withdrawing from a course or from the School of Law, please see "Withdrawals" below.

Students enrolled in a course for credit may change their enrollment to "audit" only with the permission of the Associate Dean for Academic Affairs and the professor and subject to the academic requirements governing audited courses.

Courses may not be added after the last day to register, which is also the last day to receive any refund of tuition. Students who add courses after classes begin should be aware that professors may count classes missed prior to enrollment against permitted absences. It is the student's responsibility to determine the professor's policy in this regard.

Class Ranking

Students are ranked by class at the end of each of the fall and spring semesters.

Transfer students are not assigned a class rank and do not affect the class rank of other students. Furthermore, the cumulative grade point averages of transfer students are calculated only on the basis of the courses they have taken at OCU. Upon request, the Law Registrar will notify a transfer student where the person's cumulative grade point average would rank the person in terms of a five-percentage point range (*e.g.*, academic standing between 15 percent and 20 percent or between 60 percent and 65 percent). A transfer student should be careful not to represent this range as an actual class rank. The Career Services office can assist transfer students with the

wording on their resumes of this distinction between an actual class rank and a five-percentage point range for academic standing.

After the first year, a student's classification is determined by the time that has elapsed since the student matriculated and not by the number of credit hours the student might have completed.

Students are ranked in a cohort based on their matriculation date. Students who do not graduate after six semesters are thereafter ranked with the cohort that follows them. A student who does not graduate after eight semesters is ranked with the next following cohort. The addition of students to the original cohort may affect an individual third-year student's rank.

Class rankings will be available in the Law Registrar's Office no more than fourteen calendar days after grades are distributed.

Course Repetition

No course may be repeated for credit unless the student has received the grade of F, or unless the Petitions and Retention Committee has required it as a condition of probation. If a course that the student fails is subsequently repeated, or if the Petitions and Retention Committee requires, as a condition of probation, the repeating of a course for which a passing grade has been given, both grades will be taken into account in determining the student's cumulative grade point average, unless the Petitions and Retention Committee directs otherwise in advance. This policy does not apply if a student is re-admitted to the School of Law on the condition that the student start over.

A student who has not been required to repeat a course may do so only with the permission of the Associate Dean for Academic Affairs. In such cases the second grade will not be taken into account in determining the cumulative grade point average.

Determination of Credit Hours for Coursework

The School of Law determines the credit hours it awards for coursework by using the definition of a credit hour found in ABA Standard 310. The standard provides that a credit hour is an amount of work that reasonably approximates:

- (1) Not less than fifty minutes of classroom or direct faculty instruction and not less than two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in (1) above for other academic activities as established by the School of Law, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.

Distance Learning Courses

A student may not take more than four credit hours in any term of distance learning courses nor may a student take more than a total of 12 credit hours of distance learning courses. No student may enroll for credit in a distance learning course until that student has completed 28 credit hours toward the J.D. degree. These rules shall be interpreted in accordance with ABA Standard 306 and its interpretations.

The Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association has granted the School an emergency variance from from the credit-hour limitations of Standard 306(e) for the 2020-2021 academic year, based on the Council's conclusion that the COVID-19 pandemic satisfies the extreme hardship requirements set forth in Standard 107(a)(1). The variance is limited to the expected duration of the extraordinary circumstances on the basis of which it was granted. Should the COVID-19 pandemic subside prior to the start of the spring 2021 semester, the Council may terminate this variance.

Enrollment

A student must enroll every semester to maintain his or her status as a current law student. If a student fails to enroll or seek a leave of absence before the first day of class of the semester in question, the student in the absence of extraordinary circumstances must re-apply to the School of Law for admission as a new student.

Examinations

Exam-Taking. A student wishing to type an in-class final examination must use a laptop computer that will support the exam-taking software provided by the School of Law and must use that software. Subject to the decisions of the school's Accommodations Committee, individual instructors may deny students in their courses permission to type an in-class final examination.

During in-class exams, students may have only their computer (if allowed by the professor), eyeglasses, and writing implements (such as pens, pencils, and highlighters) with them at their desks. All scratch paper and blue books will be provided by the professor. Any additional items at students' desks must be specifically authorized by the professor prior to the start of the exam (such as supplements or casebooks). Other items brought into the exam room, including all electronic devices, must be deposited at the front of the exam room prior to the start of the exam.
– *Added by the faculty on March 2, 2012.*

Late Administration of an Exam. Except as provided below, examinations must be taken on the date scheduled by the School of Law. **No** examination shall be given to a student **prior** to the scheduled date for that examination under any circumstances.

Permissions to take an examination **late** shall be granted only for reasons of physical impossibility or extreme personal emergency. Such permission shall only be granted by the Associate Dean for Academic Affairs and only on the basis of such documentation as the Associate Dean for Academic Affairs may require. Except in an unusual emergency, the student must obtain

this permission prior to the examination. If the Associate Dean for Academic Affairs refuses to grant such permission, the failure to take an examination when scheduled will result in a grade of F.

If the Associate Dean for Academic Affairs grants such permission, the student must ordinarily take an examination for the course at the time of the next regularly scheduled examination for that course (regardless of whether the instructor is the same as the instructor the student had). The Registrar shall enter an I (incomplete) for the course on the student's transcript until the examination is graded. If the examination is not taken at the next regularly scheduled time, the Registrar shall change the grade to an F.

If the Associate Dean for Academic Affairs and the instructor agree, the student may instead take the original examination but only in such manner as preserves the integrity of the examination process and the anonymity of grading and at such time subsequent to its scheduled date that permits the instructor to grade the examination before grades are due. The instructor in his or her sole discretion may require the student to take a substitute examination in lieu of the original examination. If either the Associate Dean for Academic Affairs or the instructor refuses his or her consent, the Examination Integrity Monitor, who shall be a tenured faculty member elected at the September faculty meeting of each academic year by all faculty members eligible to vote, shall decide. The decision of the Examination Integrity Monitor shall be made in accordance with the foregoing standard and shall be final.

Full-Time and Part-Time Students Defined

A full-time student is one who devotes substantially all working hours to the study of law. Unless the student has chosen the Sunset scheduling option, full-time students are expected to be able to attend classes at any time from Monday through Friday, 8:00 a.m. to 5:00 p.m. A student qualifies as a full-time student in any semester only if he or she has no more than 15 hours per week of outside employment (see the specific limits on outside employment set forth in the section "Outside Employment" below). A part-time student includes any student working in excess of 20 hours per week during the semester. A student who works more than 15 hours per week but no more than 20 hours per week with the permission of the Associate Dean for Academic Affairs is a full-time student; if the student does not have such permission, the student is part-time.

Grades

Grades generally are awarded, and academic standing determined, on a 4-point scale:

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67

D+	1.33
D	1.00
D-	0.67
F	0

Credit/No Credit Grading. A professor, with the approval of the Associate Dean for Academic Affairs, may designate a course as using a grading system of CrH (credit with honors), Cr (credit), and NC (no credit). If the professor does so, that fact will be announced at the beginning of the course. The faculty may also designate certain courses to be graded on a Cr (credit)/NC (no credit) basis.

Incompletes. In compelling circumstances, with the permission of the Associate Dean for Academic Affairs, a course instructor may give a student an “I” (Incomplete). The student must satisfactorily complete the course within a reasonable time (and no more than one year), or the “I” will be changed to F, W, WF, or WU (see below).

Grading Requirements for First-Year Required Courses (Excluding Legal Research and Writing). Grades in first-year required courses must comply with the following policy:

1. All first-year required courses, excluding Legal Research and Writing, with more than 25 students shall have a class average between 2.5 and 2.835. *Revised March 7, 2014*
2. Between 10 percent and 35 percent of all students in first-year required courses, excluding Legal Research and Writing, with more than 25 students shall receive a letter grade of C or below. *Revised March 7, 2014*
3. The term “first-year required courses” is defined as those courses ordinarily taken by full-time students in their first year.
4. Arithmetical remainders shall be rounded where necessary to produce a whole number of students. For example, in a class of 54 students, there must be a minimum of five grades of C or below. In a class of 55 students, there must be a minimum of six grades of C or below. *Revised March 7, 2014*
5. When more than one section of the same course is taught by the same faculty member, the faculty member shall have the option to decide whether the curve should be applied to each of the sections separately or to all the sections combined into a single group.
6. Individual faculty may only deviate from the above requirement upon permission from the Associate Dean of Academic Affairs for good cause shown. At the end of each academic year, the Associate Dean for Academic Affairs shall report to the faculty the requests he or she received from faculty for variances from this policy, the reasons given by the faculty member for the requested variance, the action taken by him or her, and the reasons for his or her decisions.
7. A faculty member’s grades are not considered officially submitted unless they conform to the requirements above.

Grades in Summer Abroad Courses Co-Sponsored With Stetson University College of Law. The rules governing transfer credits generally apply to credit hours earned in the summer

abroad programs that the School of Law co-sponsors with Stetson University College of Law (Stetson) and that are administered by Stetson. A student must receive the grade of 2.0 or better in Stetson's 4-point grading scale in a course in a Stetson summer abroad program in order to receive credit for the course. (Stetson does not award letter grades, but uses only a numerical grading scale.) The grade will not be taken into account in the computation of the student's cumulative grade point average. *Revised February 28, 2014 and October 1, 2014.*

Grades for LLM-in-American-Law Degree Candidates. In general, the grading scale for LLM-in-American-Law degree candidates consists of the grades of High Honors, Honors, Pass, and Fail. However, the grading scale for the required courses for the LLM degree in American Law (Introduction to the American Legal System and American Legal Research and Writing) consists of the grades of Credit and No Credit. Because of this grading system for LLM-in-American-Law degree candidates, their coursework may not be applied toward the JD degree. The presence of LLM-in-American-Law degree candidates in a JD course does not affect the application of the mandatory grading policy for first-year required courses to the JD students in the course and need not affect the instructor's grade distribution for the JD students in the course. LLM-in-American-Law degree candidates should identify their exams and other work to be graded as that of an LLM candidate. *Added May 1, 2015.*

Grade Appeals. Grade appeals are rare and should only be pursued in the unusual circumstances given below. A grade appeal is permitted only if a student has reasonable grounds to believe that his or her final grade or a final academic judgment made with respect to him or her was based on a violation of established university or law school policy, procedure, or regulation; substantial error; bias; or a miscarriage of justice. The student bears the burden of proof in establishing the violation, substantial error, bias, or a miscarriage of justice.

No grade appeal is permitted in a course that uses anonymous grading and has an enrollment of ten or more students. Courses that use anonymous grading include (without limitation): (i) any course the final examination of which is graded anonymously, regardless of whether the course syllabus permits grade adjustments for class preparation, class participation, or other course requirements and regardless of whether the clerical entries for those adjustments are made by the instructor as long as those adjustments meet the requirements given in the course syllabus as it may be amended from time to time in writing; and (ii) any Legal Research and Writing course that uses anonymous grading for each assignment worth at least twenty percent of the course grade.

In all time periods below, the date of the student's receipt of the grade in question is presumptively the date on which the Registrar's office has completed entering all final grades for the semester in question and made such grades generally accessible to students over the internet, whether or not the student in question was able to access the internet on that particular day. (This frequently is four school days after the faculty are required to submit their grades to the Registrar.) "School days" are defined as Monday through Friday when classes are in session, excluding breaks, final exam periods, and University holidays. All time periods apply equally to students temporarily attending programs outside the United States.

Within five school days after receipt of the grade in the course, the student shall notify the course instructor that he or she wishes to discuss the grade. If reasonably possible, within 10 school days after this notification by the student, the instructor shall either meet with or confer with the student by telephone or e-mail in an attempt to resolve the issue.

If the student cannot resolve the issue with the course instructor within 15 school days after receipt of the grade in the course (either because the student was not satisfied with the communications with the instructor or because the instructor was unavailable despite the student's notification), the student may file a written grade appeal with the Dean of the School of Law. (If the Dean taught the course in question, the student may file the written grade appeal with the university's Provost, in which case all references below to the Dean shall refer to the Provost instead). The grade appeal must be filed with the Dean within 30 school days after receipt of the grade in the course.

The written grade appeal to the Dean shall be in as much detail as possible, stating all aspects of the issue that the student feels pertinent. Grounds for review by the Dean are limited to a showing by the student of a violation of established university or law school policy, procedure, or regulation, substantial error, bias, or a miscarriage of justice. Copies of pertinent material in the student's possession or access should be included in the written appeal as appropriate.

The Dean shall, within 15 school days after receipt of the written appeal, determine if the student has established a prima facie case of a violation of established university or law school policy, procedure, or regulation, substantial error, bias, or miscarriage of justice. In making that determination, the Dean may take into account his or her administrative and teaching experience and may discount assertions for which the student has failed to furnish either documentary evidence or corroboration from third persons.

If the Dean determines that the student has not established a prima facie case, the Dean shall notify the student that he or she is dismissing the grade appeal. The Dean's decision is final and not subject to further review by any University official.

If the Dean determines that the student has established a prima facie case, then the Dean shall, within five school days of this determination, provide a copy of the written appeal to the instructor and shall request a written response that details as completely as possible the position or opinion of the instructor on all issues pertaining to matters for which the Dean has determined that the student has established a prima facie case. The instructor shall respond within 10 school days after receipt of the Dean's request.

The Dean shall promptly forward a copy of the instructor's response to the student. If the student so desires, the student may provide additional written comments to the Dean within five school days of receipt of the instructor's response.

The Dean shall render a final decision on the appeal within 15 school days after receiving all materials and responses (or within ten school days after the expiration of the time periods within which such materials and responses should have been filed). The Dean must determine that the student has established a violation of established university or law school policy, procedure, or

regulation, substantial error, bias, or a miscarriage of justice, or the Dean shall deny the appeal. The Dean's decision is final and not subject to further review by any University official.

Grade Changes for Mechanical or Clerical Error. The course instructor's grades are presumptively correct and generally final. Once a grade has been awarded, the course instructor cannot change it except in the case of mechanical or clerical error, and then only with the consent of the Associate Dean for Academic Affairs.

Grades Upon Withdrawal. Students withdrawing from courses (see "Withdrawals," below) are assigned a grade of F, W, WF, or WU. The grade of W denotes satisfactory performance prior to the date of withdrawal. The grade of WF (withdrawal when failing) may be given in a course graded on the basis of letter grades under the following circumstances:

1. The student has exceeded the limit on absences established by the professor on the first class day of the semester or in the course syllabus; or
2. The student has performed in the classroom in a failing manner by being unprepared, failing to complete assignments, failing quizzes, or failing to satisfy, in any manner, the specific and articulated academic requirements set by the professor that ordinarily would be considered in determining the student's grade in the course.

The grade of WU (withdrawal while performing unsatisfactorily) may be given in any course that is not graded on the basis of letter grades, under the same circumstances that would authorize a WF grade if the course were graded on the basis of letter grades.

Grade Deadlines. Grades are due at 9:00 a.m. on the first business day thirty (30) days after the last day of the examination period. Summer grades are due at 9:00 a.m. on the fourth Monday following the last day of the examination period. Grades will be made available no later than the Friday following the grade deadline if all grades are received by the deadline.

Grade Deadlines for Seminar Papers, Directed Research, and Supervised Papers. Grades are due for these courses no later than the regular deadline for turning in semester grades. However, at the discretion of the professor, if additional time is needed for timely rewrites of papers, a grade of Incomplete (I) may be awarded. A final grade must be submitted no later than the end of the next regular semester (that is, excluding the summer term) following the semester in which the student enrolled in the course; except that the professor may, in writing submitted to the School of Law Registrar, further extend the completion time to a date certain. If no final grade is submitted within these time periods, the Incomplete will be converted automatically to an F (in a letter-graded course) or NC (in a credit/no-credit course). Prior to the removal of the Incomplete, the professor shall be notified of the Incomplete and the upcoming deadline.

Graduation Requirements

To be eligible for conferral of the Juris Doctor degree, a student must:

1. Satisfactorily complete all required courses, including the upper-class writing requirement;
2. Be in good standing upon the satisfactory completion of not less than 90 credit hours;
3. Complete the prescribed course of study no earlier than 24 months (and no later than the maximum time for completion set forth below) after a student has begun law study at OCU School of Law or any law school from which OCU School of Law has accepted transfer credit; and
4. If a transfer student, complete the last 45 credit hours at OCU School of Law.

Maximum Time for Completion of Degree Requirements. A full-time student must complete the requirements for the Juris Doctor degree within the four years following commencement of his or her legal studies. A student who qualifies as a part-time student during any semester must complete the requirements for the Juris Doctor degree within a period of five years following commencement of his or her legal studies. Extensions of these time periods may be granted in the discretion of the Petitions and Retentions Committee, subject to ABA standards.

Honors

Graduation With Honors. The faculty awards the Juris Doctor degree *cum laude* to students graduating in the top 20 percent of their graduating class, the Juris Doctor degree *magna cum laude* to students graduating in the top 10 percent of their graduating class, and the Juris Doctor degree *summa cum laude* to students graduating in the top 5 percent of their graduating class.

Dean's List. The Dean's List for a semester consists of all students ranking in the top 25 percent of their class (or the top 25 percent of their section, if first-year students) for that semester on the basis of their term GPA.

Faculty Honor Roll. The Faculty Honor Roll for a semester consists of all students who complete at least eight hours, achieve a 3.0 grade point average for that semester, and rank in the top ten percent of their class for that semester on the basis of their term GPA.

Phi Kappa Phi. Law students of sound character who have completed a minimum of 60 law school credit hours or the equivalent, of which at least 30 credit hours have been earned at Oklahoma City University, and who rank scholastically in the top 10 percent of their class, will be invited to join Phi Kappa Phi.

Leaves of Absence

An upper-class student in good standing may apply to the Associate Dean for Academic Affairs for a leave of absence before or during the semester to which the leave is applicable. The application must be in writing, include the reason for the requested leave of absence, be dated, and be signed by the student. The Associate Dean for Academic Affairs may grant the requested leave of absence only if (a) there is an reasonable expectation that the student will return to the School of Law, (b) the number of days in the approved leave of absence, when added to the number of days in all other approved leaves of absence for that student, does not exceed 180 days in any 12-month period, and (c) if the student is a title IV, HEA program loan recipient, the university has explained to the student, prior to the granting of the leave of absence, the effects that the student's failure to return from a leave of absence may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period. The preceding requirements are intended to qualify the leave of absence as an approved leave of absence under federal student loan regulations; see 34 CFR § 668.22 (2013). The failure of the leave of absence to qualify as an approved leave of absence under those regulations may result in the characterization of the student's leave of absence as a withdrawal from the School of Law for purposes of federal student loan regulations. *Revised March 31, 2014*

Requirements regarding maximum time in which to complete a degree still apply. A student not in good standing is not entitled to a leave of absence, but one may be granted by the Petitions and Retention Committee upon petition by the student and recommendation by the Associate Dean for Academic Affairs for compelling circumstances.

First-year students will be granted leaves of absence only for extraordinary circumstances. If the leave is granted for the spring semester by the Petitions and Retention Committee, it will be conditional on the first-year student having a GPA of at least 2.0 and being in good standing after the first semester, unless the Petitions and Retention Committee expressly waives that requirement. *Revised as of March 7, 2014*

A student is not in good standing if he or she is not in academic good standing. In addition, for purposes of this section, a student is not in good standing if he or she receives a notice of disciplinary probation, suspension, or dismissal, or if the student withdraws during a pending disciplinary action.

Limitations on Credit for Certain Categories of Courses

A student may earn no more than seven credit hours from individualized writing and advocacy courses. For purposes of this rule, the “individualized writing and advocacy” courses are:

- Directed Research
- Supervised Paper
- Law Review
- Interscholastic moot court teams approved for academic credit

A student may earn no more than nine credit hours toward graduation requirements from externships and clinical courses. For purposes of this rule, the “externship and clinical courses” are:

- Corporate Counsel Externship
- Government Practice Externship (but only the two credit hours for fieldwork)
- Judicial Externship
- Litigation Practice Externship
- Native American Legal Externship
- American Indian Wills Clinic (but only the two credit hours for fieldwork)
- Innocence Clinic (but only the three credit hours for fieldwork)
- Norick Municipal Law Research Clinic (but only the two credit hours for fieldwork)
- Any advanced clinic (all credit hours allocated to the advanced clinic)
- Any other clinic or externship offered for academic credit

A student may earn no more than thirteen credit hours toward graduation requirements from individualized writing and advocacy courses and externship and clinical courses combined.

Outside Employment

Student course loads must be consistent with the following schedule:

Maximum Hours of Employment (Paid or Unpaid) Per Week	Maximum Course Load per Semester (the Maximum Course Load for a Summer Term is half the Maximum Course Load per Semester)
0 to 15 hours	13 to 16 credit hours
More than 15 and up to 20 hours	11 to 12 credit hours
More than 20 and up to 40 hours	8 to 10 credit hours
Over 40 hours	By petition

The Associate Dean for Academic Affairs may grant a workload exceeding these standards, upon written petition by the student. Relevant factors in determining whether to grant a work overload include the student’s prior academic performance. A student may not petition for a work overload for a semester in which he or she is enrolled in a clinic. *Revised July 1, 2015.*

Each semester, each student must furnish the Office of Law Registrar with a Work Statement/Employment Verification form, signed by both the student and the student’s employer (if the student has outside employment). “Outside employment” includes paid and unpaid legal work or other volunteer work. The form includes the type of work done and the number of hours worked per week. The student must submit a new statement for each semester in which he or she plans to register for classes. Failure to submit a work statement will result in a “hold” on the

student's account. The student must also resubmit the form any time his or her workload changes in any way. *The student violates the OCU School of Law Student Conduct Code if he or she fails to provide accurate information or fails to update the information required should the work load change.*

Based upon the experience of this and other law schools, the School of Law recommends that a full-time student not have any outside employment during the first year.

Multiple Choice Testing in Required Courses

In any section of a course that is (a) a **required first-year course for full time law students**, (b) a fixed **required second-year course for full-time law students**, (c) a floating required course, or (d) a Group A course, at least **one-half** (50%) of the aggregate point values of all the graded assessments used in the course must be based on written student work, not multiple choice testing. This rule applies to all sections of a course that is a fixed required second-year course for full-time students, even if the section is being taught to part-time third-year students.

Recording of Classes

Making either an audio or video recording of class is prohibited unless permission has been granted by the instructor or the Special Accommodations Committee. See the full recording policy on page 45.

Summer Courses

Ineligibility to Enroll. A first-year student whose grade point average is lower than 2.0 at the end of his or her first semester is not eligible to enroll in the next summer session, except as provided in the fresh-start program. Any student (first-year or not) who is placed on probation after fall semester grades is not eligible to enroll in the next summer session. *Revised on May 5, 2017.*

First-Year Part-Time Students. Part-time students who have completed their first two semesters, and who are eligible to enroll in summer term courses, may enroll only in those summer courses designated by the Associate Dean for Academic Affairs.

Academic Dismissal During the Summer Term. See the section entitled “Academic Probation, Dismissal, and the Triggering of Additional Requirements.”

Summer Courses at Another Law School

Students who are in academic good standing may apply to the Associate Dean for Academic Affairs for permission to take up to two courses (or the equivalent) during the summer at or through another ABA-approved law school. However, transfer students may not attend summer school at another law school within their last 45 hours.

The Associate Dean for Academic Affairs applies the same standard to a petition to take summer courses at another law school as the Petitions and Retention Committee applies to a petition to take courses during the academic year at another law school. Accordingly, the Associate Dean follows the School of Law's policy that no student pursuing a J.D. degree may have visiting student status at another law school, unless there are special, compelling, and unforeseen circumstances beyond the reasonable control of the student. The Associate Dean may also make exceptions to the general policy when the student can demonstrate a specific need to take courses in a specialized field that are not offered by the School of Law but are offered and available to the visiting student at another ABA-approved law school.

Students may not take required courses at another law school. Rules governing transfer credits apply to summer credit hours. Those rules include the following: no credit will be given for any course in which the student earned a grade of C- or lower; no credit will be given for any ungraded course; course credit transferred from another school will be reported on the student's transcript as "Cr"; and grades earned at other schools will not be calculated in the student's grade point average.

The number of credits that will be accepted for transfer is the number of credits awarded by the other school, even if a similar course at OCU is allotted a different number of credits.

The form for requesting approval to take summer courses at or through another law school is available in the Law Registrar's Office. Students must provide descriptions of the specific courses requested. A reference to a web site is insufficient; the student must print out the applicable portions of the other law school's web site and attach them to his or her request for approval.

Transcript Requirements

A new student must provide an official final transcript showing his or her eligibility to enroll by October 10 (or the next following business day) of the academic year in which he or she first enroll in the School of Law. *Please see page 47 for complete policy.*

Transfer Students and Transfer Credit

To receive the J.D. degree from Oklahoma City University School of Law, students who have transferred from another law school must complete at least 50 percent of their total academic credits and all uncompleted required courses for the J.D. degree in residence at the law school, regardless of circumstances. Transfer students must complete their last forty-five hours at OCU. Summer work taken at another institution during these last 45 hours will not transfer.

The Associate Dean for Academic Affairs will determine the number of transfer hours to be credited toward the degree and may establish a time for completion of degree requirements. The Associate Dean for Academic Affairs will also determine whether specific courses taken prior to transfer will satisfy OCU required course requirements, and what additional courses, if any, must be taken to satisfy the requirements for the J.D. degree.

No transfer credit will be given for any course in which the student earned a grade of C- or lower. No transfer credit will be given for any ungraded course (including any course graded on a pass/fail or satisfactory/unsatisfactory basis). Course credit transferred from another school will be reported on the student's transcript as "Cr," and grades earned at other schools will not be calculated in the student's grade point average.

The number of credits that will be accepted for transfer is the number of credits awarded by the other school, even if a similar course at OCU is allotted a different number of credits. Students transferring to OCU should request a ruling as to whether another school's course will satisfy a specific course requirement at OCU.

Upon completion of course work at another school, it is the student's responsibility to see that the other school's registrar provides the Law Registrar's Office with an official copy of that school's transcript for work taken at that school, as well as an official statement of the number of weeks in the school session, the number of class meetings per week, and the length of each class meeting.

Visiting Status at Another Law School

Students enrolled in the School of Law are generally required to complete all of their course work in residence at OCU. It is the policy of the Law School that no student pursuing a J.D. degree may have visiting student status at another law school, unless there are special, compelling, and unforeseen circumstances beyond the reasonable control of the student. Authority to grant visiting status is vested in the faculty Petitions and Retention Committee, which shall determine, in its discretion, whether such special, compelling, and unforeseen circumstances exist based on the student's written petition and any required reasonable proof. The Petitions and Retention Committee may also make exceptions to the general policy, in its discretion, where the student can demonstrate a specific need to take courses in a specialized field that are not offered by the School of Law but are offered and available to the visiting student at another ABA-approved law school.

If visiting student status is granted, courses taken while a visiting student must be approved in advance by the Associate Dean for Academic Affairs. The rules relating to transfer credits apply to courses completed while visiting at another law school. No credit will be given for a course that constitutes a required course in the OCU School of Law curriculum. (This rule does not apply to courses taken by transfer students prior to their matriculation at the School of Law.)

Visiting Status at OCU School of Law

Law students enrolled in ABA-approved law schools may request permission to take courses at Oklahoma City University School of Law as a visiting student. Submitting the request is a two-step process. First, the student must request the registrar at his or her current institution to submit a letter of good standing and an official transcript to the OCU Law Registrar. Second, the student must submit a written request for visiting status to the Associate Dean for Academic Affairs. The Associate Dean will not consider any request until the Registrar has received the letter of good standing and the official transcript. The student's written request should include the

academic term(s) for proposed enrollment, the name of the course(s) he or she desires to take, and the reasons for requesting visiting student status.

If the Associate Dean for Academic Affairs approves the request for visiting student status, the non-OCU student will be required to pay the regular tuition and fees then in effect for the academic term(s) attended. The student must abide by all applicable OCU School of Law regulations and standards regarding student conduct, attendance, examinations, work load, and the like.

Withdrawals

Withdrawal from a Course. In all courses, consent of the professor is required for withdrawals after the seventh week of classes (or the third week for the summer term), unless the professor has established an earlier deadline. In granting the required consent, the professor shall determine whether a W, WF, or WU will be recorded on the student's transcript (see rules regarding such grades under "Grades Upon Withdrawal"). The professor has the discretion not to allow withdrawal after the date established, because of excessive absences, tardiness, or unsatisfactory performance. In cases of a withdrawal required by the professor, the professor shall determine whether a W, WF, or WU will be recorded on the student's transcript. In the absence of extenuating circumstances and approval of the Associate Dean for Academic Affairs, a student may not withdraw from a course once classes have ended. Except as provided above, any withdrawals will result in the grade of F being entered on the student's transcript.

Withdrawal from the School of Law. The failure to attend classes does not constitute an official withdrawal from the School of Law. Failure to comply with the procedures for withdrawal stated below will result in Fs being entered for all courses. These grades will severely hinder the student's chances of re-admission to this law school or admission to any other law school in the future.

A student withdrawing from the School of Law must obtain a Withdrawal Form from the Law Registrar's Office. The withdrawal becomes effective on the date the action is validated in the Cashier's Office. Refunds are calculated according to the University's schedule and are based on the official date of registration and the date of withdrawal. In no event is the tuition deposit for a first year student refunded. Unless the withdrawal is pursuant to an authorized leave of absence, a student who voluntarily withdraws from the School of Law must apply for readmission. Readmission shall be considered by the faculty Admissions Committee according to the rules governing admission with advanced standing.

See also the sections above entitled "Grades upon Withdrawal" and "Leave of Absence."

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GUIDELINES FOR THE UPPER-CLASS WRITING REQUIREMENT

The faculty of Oklahoma City University School of Law has adopted the following guidelines for Law Review Notes, appellate moot court briefs for faculty-approved moot court competitions, Directed Research papers, and Supervised Papers if those writing projects are intended to satisfy the law school's Upper-Class Writing Requirement:

Appellate Briefs in Faculty-Approved Moot Court Competitions. These briefs share the characteristic that substantial faculty assistance is not permitted until after the briefs have been submitted to the competition. For these briefs to satisfy the Upper-Class Writing Requirement, students must continue to work with their faculty sponsor and rewrite the brief, as follows:

- The students must meet with their faculty sponsor to discuss the sponsor's comments on the version of the brief submitted to the competition;
- The students must produce at least two rewrites of the brief and meet with the faculty sponsor after each rewrite, except that the faculty sponsor may omit the conference after the final rewrite.
- The faculty sponsor is at liberty to require more rewrites and conferences until the brief meets the expectations of the faculty sponsor.

Faculty sponsors of faculty-approved moot court competition teams are members of the faculty who serve as the coaches of the teams for their training in written and oral advocacy skills.

Law Review Notes, Directed Research Papers, and Supervised Papers. The faculty expects the following faculty supervision and student rewrites of Law Review Notes, Directed Research Papers, and Supervised Papers that are intended to satisfy the Upper-Class Writing Requirement:

- A written statement of the student's topic and thesis, followed by a conference with a member of the faculty;
- A developed outline and annotated bibliography, followed by a conference with the faculty member about the outline and bibliography;
- An initial draft of the paper, followed by a conference with the faculty member;
- A draft that the student believes to be final, followed by a conference with the faculty member;
- At least one additional revision of the paper, followed each time by a conference with the faculty member, except that the version of the paper that is final in the eyes of the faculty member need not be followed by a conference.
- In the case of a Law Review Note, the rewriting of the paper and the related conferences may continue after the deadline for the submission of the Note to the Law Review.

Adopted on April 4, 2014

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OKLAHOMA CITY UNIVERSITY
SCHOOL OF LAW

Credit-Hour Policy

approved by the faculty January 11, 2019

This policy shall be included in the Academic Handbook and published on the School's website.

Statement of Policy and Definitions:

In accordance with guidelines established by the Department of Education and the American Bar Association, the School of Law defines a "credit hour" to require at least 45 hours of instructional time over the course of a 15-week semester. A three-hour course therefore requires at least 135 hours of instructional time during the semester and a two-hour course requires at least 90 hours of instructional time during the semester. For the purposes of this requirement, however, an "hour" of class time means 50 minutes of clock time. "Class time" means a period of time in which the student is receiving direct faculty instruction.

"Outside work" includes reading, completing class assignments and assessments, reviewing class material, looking up material in other sources, briefing cases, synthesizing class notes, engaging in group discussion of assigned material, studying for assessments, researching and writing papers and other assignments, writing reflections (e.g. journals), and taking exams or other assessments (e.g., quizzes, other formative assessments, and final exams). Academic work related to simulations, field placements, clinics, and co-curricular activities counts as outside work.

"Instructional time" means class time and outside work.

Methods of Compliance:

Each instructor must ensure that the work assigned in each of his or her courses satisfies the requirement of 45 hours of instructional time per semester. The instructor must calculate the amount of time the class will actually meet, and must assign sufficient outside work to satisfy the credit hour policy. The instructor should use his or her own judgment in determining the amount of time a typical student would spend on an assignment. All the assignments for the semester must be described in sufficient detail, by the end of the semester, to determine the amount of outside work actually assigned.

A typical distribution of the required hours of work for one credit-hour is (a) one 50-minute class session per week over a 14-week semester, (b) a one-hour exam, and (c) at least 28 hours of outside work over the course of the semester. For example, a three-hour course normally meets for 3 "hours" per week for 14 weeks and requires a 3-hour long examination, and should therefore require at least 6 hours of outside work per week for the 15-week semester (although outside work need not be spread evenly across each week of the semester). A class which does not have a final exam or which meets for fewer than 14 weeks must assign correspondingly more

outside work or spend more time in class. Classes which do not meet must be made up by make-up class time or by assigning additional outside work.

The following are examples of how the credit-hour requirements might be met. In each case the word “hour” has the meaning described above. “Required” hours refers to the minimum number of instructional hours required by the ABA Standard. Many classes will require more work. The following are intended to be illustrative. Deviations are permitted in every category, as long as the total work assigned complies with the general policy stated above.

Typical Three-Hour Doctrinal Course:

135 hours required

Class meets 150 minutes per week for 14 weeks = 42 “hours” class time

Final Exam (180 minutes) = 3 hours

Each student must complete at least 90 hours of outside work over the course of the semester

Three-Hour Legal Research and Writing Class:

135 hours required

Class meets 150 minutes per week for 10 weeks = 30 “hours” class time

Each student must complete at least 105 hours of outside work over the course of the semester

One-Credit “Pre-mester” Course:

45 hours required

Class meets 180 minutes per day for 5 days = 18 “hours” class time

Final Exam (180 minutes) = 3 hours

Each student must complete at least 24 hours of outside work over the course of the week

Two-Hour Externship:

90 hours required

Class meets 100 minutes per week for 14 weeks = 28 “hours” class time

Each student must log at least 62 hours of outside work over the course of the semester

Four-Hour Clinic:

180 hours required

Class meets approximately 200 minutes per week for 14 weeks = 56 “hours” class time

Each student must log at least 124 hours of outside work over the course of the semester

Documentation:

Each instructor must determine how to allocate course time. The instructor must submit a final syllabus for each course showing the number of actual classroom hours and the outside work assigned. In lieu of a final syllabus, the instructor may submit a Faculty Credit Hour Report for each course taught. (A form of Faculty Credit Hour Report form is attached to this Policy.) New Course Proposals must include preliminary estimates of the work required. (A revised New Course Proposal Form is attached to this Policy.)

Record-Keeping:

The Associate Dean's office shall retain the following information and review it regularly (as appropriate) for compliance with this policy:

- New Course Proposals
- Syllabi or Faculty Credit Hour Reports
- Student reports generated at the request of the Associate Dean
- Workload estimates from Course Evaluations
- Additional studies performed by the Associate Dean's Office

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Video and Classroom Recording Policy

I. Video Surveillance

Surveillance cameras are located throughout the building, including in classrooms, and are in use at all times. Surveillance cameras are installed to insure the safety of students, faculty, and staff and the integrity of exams. Surveillance footage is stored and may be reviewed by Law Technology Services, administrators, or law enforcement when necessary. Students should be aware that their actions in the halls, classrooms, study rooms, and other public spaces in the law school may be recorded.

II. Classroom Recordings for Educational Purposes

A. Purpose

This policy governs classroom recordings requested by students and made for student use. Student access to class recordings is a privilege, not a right, and neither Oklahoma City University School of Law, nor its agents or employees, shall be responsible if a class recording is not available or is of inferior quality. Instructors are always permitted to record their classes for any reason.

Intentional student misuse of recordings, intentional failure to disclose a prior denial of a recording request, or intentional misrepresentation in the course of requesting a recording shall be considered a violation of the OCU Law Student Conduct Code.

B. General Provisions

1. **Purpose of recordings:** Recordings made for student use allow students to review classroom presentations, lectures and discussions either because they were absent or because to an approved accommodation. Any other use is strictly prohibited without the prior, express permission of the relevant instructor.
2. **Notice to student speakers:** Students should assume that any class they participate in is being recorded.
3. **Length of Availability:** Unless an instructor designates a different period, recordings will remain on the web portal for two weeks.
4. **Access:** Only the student on whose behalf a recording is requested will have access to the recording unless otherwise permitted by the instructor or the Associate Dean for Academic Affairs.
5. **Request for Recordings:**
 - a. Pre-approved reasons: Students requesting a recording for a pre-approved reason (set forth in II (b) (6)) must send their requests to the Associate Dean for Academic Affairs by email. Prior to approving student access to a recording, the Associate Dean for Academic Affairs will verify that the student's situation

satisfies one of the pre-approved reasons. Documentation from the student may be required.

b. Institutional Emergencies: The Associate Dean for Academic Affairs may arrange for class recordings, subject to individual instructors' restrictions, in the event of an extraordinary emergency that would warrant the recording of classes for a significant number of students.

c. Other reasons: Student requests for recordings for reasons that are not pre-approved should be made directly to the relevant instructor.

d. Timing of requests: All requests for class recordings should be submitted at least one week before the class or classes to be recorded, except in cases of emergencies. This requirement may be waived by Law Technology Services or the Associate Dean for Academic Affairs. Law Technology Services and the Associate Dean for Academic Affairs may establish forms and additional procedures as needed to administer requests.

6. "Pre-Approved" Reasons for Recording of Classes for Student Use

Recording for pre-approved reasons is subject to approval by the Associate Dean for Academic Affairs and an instructor's restrictions regarding classroom recordings. The Associate Dean for Academic Affairs may require documentation to verify any of the below pre-approved reasons. Pre-approved reasons include:

- i. Death in the family or family emergency;
- ii. Observance of religious holidays;
- iii. Jury duty or other required court appearances;
- iv. Military obligations;
- v. Any medical emergency or issue that prevents a student from attending several classes.

C. Faculty Guidelines

1. Notice to Instructors

When the Associate Dean for Academic Affairs approves a recording request for a pre-approved reason, the relevant instructor(s) will be given notice by email prior to the class being recorded. The Associate Dean for Academic Affairs will normally inform the instructor(s) of the names of the students requesting class recordings and the reasons for recording, but may withhold this information if there is good cause to do so. The Associate Dean for Academic Affairs does not excuse students from class attendance or keep track of student absences.

2. Individual Instructor Recording Policies

Instructors should notify the Associate Dean for Academic Affairs of their classroom recording policies at the beginning of each academic year. Instructors who do not provide notice of a policy will be presumed to have consented to the following: "As long as I am

informed of the need for a recording, my classes may be recorded and released to students in accordance with the Classroom Recordings for Educational Purposes policy.”

III. Creating Recordings

A. Only instructors or the Associate Dean for Academic Affairs may direct Law Technology Services to record a class.

B. Students are prohibited from privately recording classes on any device without express permission of their instructor.

IV. Attendance

Viewing a class recording is not a substitute for attending class. Permission to count a student’s viewing of a classroom recording as attendance is at the complete and sole discretion of the instructor and will normally be denied.

V. Prohibition on Recording, Downloading, Copying, or Sharing Classes

The law school's academic regulations prohibit you from recording a class unless you have the permission of the instructor or the faculty's special accommodations committee. If your computer or phone has an automatic recording feature, you must turn it off before class begins. If you are participating in a class on-line or watching a prerecorded lecture, you may not record, download, copy, or share any of the video or audio. In addition, you may not share a link or password to a class or prerecorded material with anyone else.

VI. Covid-19 Recording Policies: Consent to Be Recorded

The law faculty may record live and on-line classes during the 2020-2021 Academic Year. The recordings may include video and audio from students participating in the classes. Unless otherwise announced by an instructor, these recordings will be available only to students with approved accommodations and students who are participating in class on-line who experience unexpected computer or Internet problems. A student who receives permission to view a recorded class must view the class within a specified time period and may not download, copy, or otherwise share any part of the recording or the link to the recording.

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OKLAHOMA CITY UNIVERSITY
SCHOOL OF LAW

Mandatory Technology Requirements for All Students

On June 12, 2020, the faculty adopted the following technology requirements for all students:

1. Web camera and microphone
2. Stable internet access with a minimum required bandwidth of 1.5Mbps/1.5Mbps (up/down) (Minimum bandwidth is required for online classes, but all Fall 2020 classes may become online classes, and therefore all students in Fall 2020 must have the minimum bandwidth.)
3. Exam Software Requirements:

The Law School uses the Exemplify test-taking software from ExamSoft, which is also used for the Oklahoma bar exam. Exemplify will work on most modern computers running standard versions of Windows 10 or the latest versions of macOS. **Chromebooks are not supported.** Specific requirements are as follows:

PC Users:

- Operating System: 32-bit and 64-bit genuine, U.S.-English versions of Windows 10. Exemplify cannot run within virtualized environments. **Alternate versions of Windows 10, such as Windows RT and Windows 10 S, are NOT supported at this time.**
- CPU Processor: 2.0 ghz Intel i3 processor or equivalent
- RAM: 4GB or higher

Mac Users:

- Supported Operating Systems: OS X 10.13 (High Sierra), OS X 10.14 (Mojave), and macOS Catalina (10.15). Only genuine versions of Mac Operating Systems are supported. **Exemplify cannot run within virtualized environments.**
- CPU: Intel processor
- RAM: 4GB or higher

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**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.

POLICY ON PROVISION OF TRANSCRIPTS BY NEW STUDENTS

adopted October 15, 2018

A new student must provide an official final transcript showing his or her eligibility to enroll by October 10 (or the next following business day) of the academic year in which he or she first enrolls in the School of Law. A final transcript is

- 1) for a new first-year student other than a student governed by paragraph (2), a transcript showing that he or she has received his or her baccalaureate degree.
- 2) for a new first-year student who has entered law school through an approved 3+3 program (such as the PPE Plan with the Petree College of Arts & Sciences or the 3+3 program with Oklahoma State University), a transcript showing completion of the required number of credit-hours for participation in the 3+3 program.
- 3) for a transfer student, a transcript showing his or her baccalaureate degree and a transcript showing the work completed at the school from which the student is transferring.

In each case, an official version of the final transcript must be sent directly by the issuing institution to the law registrar at the following address:

Law Registrar
Oklahoma City University
School of Law
800 N. Harvey Avenue
Oklahoma City, OK 73102

The transcript provided by the LSAC does not satisfy this requirement.

Unless the following paragraph applies, a student who has not provided a final transcript by October 10 (or the next following business day) will be administratively withdrawn by the university and his or her enrollment will terminate.

If the institution granting the student's baccalaureate degree does not, in general, issue final transcripts prior to October 10, the student may remain enrolled if the student provides a letter from the institution certifying that the student has completed the requirements for the baccalaureate degree and stating the date when the final transcript will be issued. The final transcript must be sent to the law registrar within 10 days of its issue or the student will be administratively withdrawn.

This policy is mandated by ABA Standards and may not be waived.

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CERTIFICATE PROGRAMS

Oklahoma City University School of Law offers a number of certificate programs for students pursuing the JD or LLM degree. In order to qualify for a certificate, a student must submit an “Intent to Pursue a Certificate” form to the Registrar prior to the student’s final semester of law school.

We offer certificates in the following areas:

- American Indian Law
- Dispute Resolution
- Energy Law
- Commercial Law
- Health Law
- Homeland Security Law
- Public Law
- Wills, Trusts, and Estates (Certificate in Estate Planning)
- Wills, Trusts, and Estates (Certificate in Wills and Trusts)

The requirements for the certificates are given below.

CERTIFICATE IN AMERICAN INDIAN LAW

A student shall receive a Certificate in American Indian Law upon completion of all requirements for the *Juris Doctor* degree, submission of an Intent to Pursue a Certificate form, and completion, with a cumulative B average, of the following coursework:

1. American Indian Law
2. Tribal Law
3. At least two of the following:
 - a. Family Law
 - b. Federal Jurisdiction
 - c. Environmental Law
 - d. Oil and Gas Law
 - e. Indian Gaming Law (offered every other year)
 - f. Any other elective course with significant American Indian law content approved by the program director, including elective courses previously listed for this certificate but no longer offered.
4. Satisfaction of the student’s upper-class writing requirement through one of the following seminar courses or competition:
 - a. Law and Anthropology
 - b. Native American Economic Development
 - c. NALSA Moot Court Competition
 - d. Seminar approved by the program director

5. Either one of the following clinical or externship courses:
 - a. American Indian Wills Clinic
 - b. Native American Externship

Professor Emeritus Dennis Arrow is the program director for this certificate.

CERTIFICATE IN DISPUTE RESOLUTION

A student shall receive a *Certification in Dispute Resolution* upon completion of all requirements for the *Juris Doctor* degree, submission of an Intent to Pursue a Certificate form, and completion of the following courses with a cumulative B- average:

1. Arbitration Advocacy (formerly Client Representation in Arbitration)
2. Mediation Advocacy (formerly Client Representation in Mediation)
3. Interviewing, Counseling, and Negotiation Advocacy (formerly Client Representation in Negotiation)
4. Pretrial Litigation
5. Trial Practice

With the permission of the program director, a student may substitute a course with significant dispute resolution content (as determined by the program director) for Mediation Advocacy.

A student who entered Oklahoma City University School of Law prior to 2017 may receive a *Certificate in Alternative Dispute Resolution Advocacy* upon completion of all requirements for the *Juris Doctor* degree and completion of the following three courses with any cumulative grade average: Arbitration Advocacy (formerly Client Representation in Arbitration; Mediation Advocacy (formerly Client Representation in Mediation); and Interviewing, Counseling, and Negotiation Advocacy (formerly Client Representation in Negotiation).

The program director for this certificate is Dean Emeritus and Professor Valerie Couch.

CERTIFICATE IN ENERGY LAW

A student shall receive a Certificate in Energy Law upon completion of all requirements for the *Juris Doctor* degree, submission of an Intent to Pursue a Certificate form, and completion, with a cumulative B- average, of the following courses:

1. Environmental Law
2. Oil and Gas Contracts (offered every other year)
3. Oil and Gas Law
4. Oil and Gas Regulation (offered every other year)
5. Oil and Gas Tax Law (offered every other year)

The student is encouraged, but not required, to complete his or her upper-class writing requirement by means of a seminar paper on a topic in energy law. The student is encouraged,

but not required, to complete his or her clinic-or-externship requirement within an energy law practice.

If the student is unable to complete all five courses before the completion of the JD degree, the person may complete the missing courses after graduation and receive the certificate. The courses must be taken for academic credit and may not be audited. Standard tuition and fees apply to coursework completed after graduation.

This certificate replaces the previous Certificate in Energy and Natural Resources Law. Students who entered Oklahoma City University School of Law prior to 2017 and who satisfy the requirements of the previous certificate may elect to receive the prior certificate in lieu of the Certificate in Energy Law.

The program director for this certificate is Professor Eric Laity.

CERTIFICATE IN COMMERCIAL LAW

A student shall receive a Certificate in Financial Services and Commercial Law upon completion of all requirements for the *Juris Doctor* degree, submission of an Intent to Pursue a Certificate form, and completion of the following requirements:

1. Completion, with a B- cumulative average, of
 - a. All of the following courses:
 - i. Commercial Paper
 - ii. Consumer Bankruptcy
 - iii. Sales and Leases
 - iv. Secured Transactions, and
 - b. One of the following courses:
Financing the Start-Up (offered every other year)
International Business Transactions (offered every other year)
Securities Regulation (offered every other year).
2. Satisfaction of the upper-class writing requirement by means of a publishable paper (either a seminar paper, directed research paper, or law review note, but not a supervised paper) on a topic in commercial law, as approved by the program director.
3. Satisfaction of the clinic or externship requirement with a commercial law practice, as approved by the program director.

The program director for this certificate is Professor.

CERTIFICATE IN HEALTH LAW

A student shall receive a Certificate in Health Law upon completion of all requirements for the *Juris Doctor* degree, submission of an Intent to Pursue a Certificate form, and completion of the following requirements:

1. Completion, with a B- cumulative average, of five of the following courses, composed of:
 - a. Healthcare Law (formerly known as Law and Medicine or as Health Law)
 - b. At least two of the following core courses:
 - i. Administrative Law
 - ii. Behavioral and Mental Health Law (offered every other year)
 - iii. Bioethics (offered every other year)
 - iv. Disability Law (offered every other year)
 - v. Healthcare Regulatory Law (offered every other year)
 - vi. Law & Genetics (offered every other year)
 - vii. Public Health Law (offered every other year)
 - c. And any of the following elective courses:
 - i. Agency and Unincorporated Business Associations
 - ii. Employment Law
 - iii. Information Privacy Law (offered occasionally)
 - iv. Products Liability (offered every other year)
 - v. Any other elective course with significant health law content approved by the program director, including elective courses previously listed for this certificate but no longer offered.
2. Completion, to the satisfaction of a full-time law faculty sponsor, of a publishable paper (seminar, directed research or law review note, but not a supervised paper) on a health law topic approved by the program director (the same paper may be used to satisfy this certificate requirement and the upper-class writing requirement).
3. Completion of one of the following:
 - a. Pro bono work consisting of 50 hours during one semester in a health law field approved by the program director.
 - b. Paid employment consisting of 100 hours during one semester in a health law field approved by the program director.
 - c. Externship at a placement site approved by the program director.
 - d. A second paper (seminar, directed research law review note, or a supervised paper) to the satisfaction of a full-time faculty sponsor, on a health law topic approved by the program director.

The program director for this certificate is Professor Emeritus Vicki MacDougall.

CERTIFICATE IN HOMELAND SECURITY LAW

A student shall receive a Certificate in Homeland Security Law upon completion of all requirements for the *Juris Doctor* degree, submission of an Intent to Pursue a Certificate form, and completion of the following requirements:

1. Completion, with a cumulative B- average, of six of the following courses, composed of:
 - a. Homeland Security Law
 - b. At least two of the following courses:
 - i. National Security Law
 - ii. Criminal Procedure
 - iii. Administrative Law
 - c. And any of the following elective courses:
 - i. Aviation Law (usually offered during the summer)
 - ii. Cybersecurity Law
 - iii. Federal Criminal Law
 - iv. Firearms Law and the Second Amendment (offered occasionally)
 - v. Information Privacy Law (offered occasionally)
 - vi. State and Local Government (offered every other year)
 - vii. Legislation
 - viii. Military and Veterans Law (offered every other year)
 - ix. Policing and the Law (offered every other year)
 - x. Any course listed under (b) above that is not used to satisfy requirement (b).
 - xi. Any other elective course with significant homeland security law content approved by the program director, including elective courses previously listed for this certificate but no longer offered.
2. Completion, to the satisfaction of a full-time law faculty sponsor, of a publishable paper (seminar, directed research, or law review note, but not a supervised paper) on a Homeland Security Law topic approved by the program director (the paper may also be used to satisfy the upper-class writing requirement).
3. Completion of one of the following:
 - a. Externship at a Homeland Security-related placement site approved by the program director.
 - b. Pro bono work consisting of a minimum of 50 hours during one semester at a Homeland Security-related placement site approved by the program director.
 - c. Paid employment consisting of a minimum of 100 hours during one semester at a Homeland Security-related placement site approved by the program director.
 - d. A second paper (seminar, directed research, law review note, or a supervised paper) to the satisfaction of a full-time law faculty sponsor, on a Homeland Security Law topic approved by the program director.

The program director for this certificate is Professor Marc Blitz.

CERTIFICATE IN PUBLIC LAW

As the relationship between law and public policy becomes more complex and the role of attorneys in government agencies increases, there is a great need for attorneys with both an excellent grounding in the theory of law and political science and a well-rounded exposure to the doctrines of public law in diverse areas such as Environmental Law, Securities Regulation, and Federal Criminal Law. The Certificate in Public Law enables students, through a well-planned series of courses, extensive writing, and opportunities to do an externship in the field, to acquire excellent training in public law that will make them attractive not only to government employers, but to any employer who deals with public law issues.

A student shall receive a Certificate in Public Law upon completion of all requirements for the *Juris Doctor* degree, submission of an Intent to Pursue a Certificate form, and completion of the following requirements:

1. Completion, with a cumulative B- average, of six of the following courses, composed of:
 - a. Administrative Law
 - b. At least one of the following courses:
 - i. Legislation
 - ii. State Constitutional Law (offered occasionally)
 - iii. State and Local Government (offered every other year)
 - c. Any of the following elective courses:
 - i. American Criminal Law and Restorative Justice
 - ii. American Indian Law
 - iii. Environmental Law
 - iv. Estate and Gift Tax Law
 - v. Federal Criminal Law (offered occasionally)
 - vi. Federal Jurisdiction (offered occasionally)
 - vii. Immigration Law
 - viii. Income Tax Law
 - ix. Securities Regulation (offered every other year)
 - x. Any course listed under (b) above that is not used to satisfy requirement (b).
 - xi. Any other elective course with significant public law content approved by the program director, including elective courses previously listed for this certificate but no longer offered.
2. Completion, to the satisfaction of a full-time law faculty sponsor, of a publishable paper (seminar, directed research, or law review note, but not a supervised paper) on a public law topic approved by the program director (the paper may also be used to satisfy the upper-class writing requirement).
3. Completion of one of the following:
 - a. A Government Practice Externship or a Judicial Externship, to the satisfaction of the Director of Externship Programs;
 - b. A second paper (seminar, directed research, law review note, or a supervised paper) on a public law topic approved by the program director, to the satisfaction of a full-time law faculty sponsor; or
 - c. A brief (for a moot court team approved for academic credit) on a public law topic

approved by the program director, to the satisfaction of a full-time law faculty sponsor.

The program director for this certificate is Professor Andrew Spiropoulos.

CERTIFICATES IN WILLS, TRUSTS, AND ESTATES

This certificate program is designed to equip students with the legal knowledge and practice skills to be effective as beginning practitioners in the area of wills, trusts, and estates. The required courses provide a basis in the relevant legal doctrine, the advanced courses allow the student to focus on one area in depth, and the experiential learning component gives the student practical experience in dealing with clients, drafting, and addressing estate planning issues.

This program includes two certificates:

- *Certificate in Estate Planning*: this is suitable for students who think they may seek a position in the Estate Planning department of a large firm where the nature of the practice and clientele will make advanced estate tax knowledge beneficial. The course, Estate and Gift Tax Law, is required for this Certificate.
- *Certificate in Wills and Trusts*: this is suitable for students who think they may work in a general practice firm or in a solo practice, where advanced estate tax knowledge is likely not necessary. The course, Estate and Gift Tax Law, is not required for this Certificate.

A student shall receive a Certificate in Estate Planning or a Certificate in Wills and Trusts upon completion of all requirements for the *Juris Doctor* degree, submission of an Intent to Pursue a Certificate form, and completion, with a cumulative B average, of the following coursework:

1. All four of the following courses:
 - a. Estate and Gift Tax Law (required only for the Certificate in Estate Planning)
 - b. Estate Planning
 - c. Income Tax Law
 - d. Wills, Trusts, and Estates
2. At least one of the following advanced courses:
 - a. Advanced Trust Law
 - b. Agency and Unincorporated Business Associations
 - c. Consumer Bankruptcy
 - d. Administrative Law
 - e. American Indian Law
 - f. Texas Marital Property Law
 - g. Oil and Gas Law
 - h. Any other elective course with significant wills, trusts, and estates law content approved by the program director, including elective courses previously listed for this certificate but no longer offered.
3. Any one of the following clinical or externship courses:
 - a. American Indian Wills Clinic
 - b. Advanced American Indian Wills Clinic

- c. Government Practice Externship with a placement at either of the following:
 - i. Oklahoma Health Care Authority
 - ii. Oklahoma State Department of Health
- d. Judicial Externship with a placement at the U.S. Bankruptcy Court
- e. Litigation Practice Externship with a placement at either of the following:
 - i. Legal Aid Services of Oklahoma
 - ii. Senior Law Resource Center
- 4. Either one of the following:
 - a. Additional clinical or externship course from among those listed above; or
 - b. Final written 2-hour exam covering estate planning scenarios, drafting, the law of wills and trusts, and, for the Certificate in Estate Planning, estate tax law.

The Program Director for these certificates is Professor Carla Spivack.

COURSE DESCRIPTIONS

Please refer to the Law School Registrar's D2L page for descriptions of each semester's seminars.

8243 Administrative Law

3 hours

The administrative law process, concentrating upon the functions and procedures of federal and state administrative agencies and upon judicial review of agency actions. Specific topics include the constitutional position of administrative agencies, the availability and scope of judicial review, legislative and executive control of administrative discretion, the administrative power to investigate, the process of decision within the agency, and the constitutional right to an administrative hearing. The federal Administrative Procedure Act is analyzed in detail. Some familiarity with Constitutional Law is helpful, but Constitutional Law is not a prerequisite.

6752 and 7151 Advanced Bar Studies I and II

2 hours in the Fall and 1 hour in the Spring

An introduction to elements of bar examination preparation and substantive review of the major topics on the Multistate Bar Exam (MBE). In the fall, emphasis is placed on test taking skills and essay writing proficiency. In addition, the fall class hours focus on exam format, section approach, and reverse planning. The spring instruction reviews the structure and highly tested substantive rules for each MBE subject. Students will complete numerous practice questions and exams throughout both semesters. This course is not a substitute for commercial bar courses, but is designed to supplement commercial bar review courses. The School of Law encourages all students to enroll in commercial bar review courses after graduation.

A student must complete Advanced Bar Studies II in order to receive credit for Advanced Bar Studies I. However, Advanced Bar Studies II may be taken alone. December graduates should take the two-semester sequence during their last full academic year.

Students entering their last full academic year of JD studies will automatically be enrolled in Advanced Bar Studies I; students in the top quarter of their class may opt out of the course with the permission of the instructor. Students entering their final spring semester of JD studies will automatically be enrolled in Advanced Bar Studies II; students in the top quarter of their class may opt out of the course with the permission of the instructor.

5501 Advanced Practice Skills

1 hour

The primary goal of Advanced Practice Skills is to strengthen students' legal problem-solving abilities. To that end, students will learn how to embrace their new identity—with all its attendant rights and responsibilities—as lawyers-in-training as opposed to mere law students who “study” the law. Students will improve how they learn the law so they can draw on their understanding when analyzing the wide variety of legal problems that they encounter in law school exams, the bar exam and in their legal practice. Fundamental lawyering skills such as reading comprehension, rule mastery, issue spotting, outlining, the mechanics of legal analysis and strong writing are emphasized. Throughout the course, students are provided with multiple opportunities for hands-on practice with focused drills, group exercises and other activities to directly and indirectly

sharpen the expression of these skills. Students receive particularized feedback from peers, the professor and external graders so that they can evaluate their work and see a clear pathway for consistent improvement. The course explicitly connects the learning activities to law practice and, more immediately, to law school and bar exam success. Open to Second-Year students only.

6512 or 6513 Advanced Torts

2 or 3 hours

Selected subjects in tort law, including defamation, privacy, misrepresentation, and business torts, including inducement of breach of contract, interference with contractual advantage, and unfair competition. Depending on whether the course is offered for 2 or 3 credit hours, it may also include family relation torts, judicial process and civil rights torts, and intangible asset torts such as those related to trade secrets and literary, artistic, and commercial creations. *Prerequisite:* Torts. *Note:* Advanced Torts and Media Law may not both be taken for credit, given the overlap in coverage of the two courses. Students must choose between the two courses.

7013 Agency and Unincorporated Business Associations

3 hours

An introduction to the law governing agency relationships and business associations other than corporations. The course will examine fundamental principles of agency law, such as fiduciary duties and the liability of the principal for the acts of the agent, as well as the law governing limited liability companies and the various forms of partnership.

5061 American Criminal Law and Restorative Justice

1 hour

The course examines the development of the present retributive criminal justice system. It begins with a historical-critical analysis of Old Testament law followed by New Testament critique. Historically, the development of today's system is traced by looking at ancient, medieval, and modern cultures. Various theories regarding the causes of criminal behavior are included. The alternative paradigm of restorative justice is presented in theoretical and practical terms.

9042 or 9043 American Indian Law

2 or 3 hours

The bases of tribal, federal, and state jurisdiction over Indian people and Indian country. The course includes a brief overview of Indian history in North America, the legal responses of different cultures to native and aboriginal populations, and a description of the various eras in United States Indian law. It studies in detail the sources of federal, tribal, and state authority, and concludes by focusing on specific applications of the resulting principles to hunting, fishing, and water rights. Problems of civil and criminal jurisdiction are addressed throughout the course, with heavy emphasis on both traditional tribal sovereignty and the federal statutory scheme.

8364 American Indian Wills Clinic

4 hours

A clinical experience in which students, under the supervision of a faculty clinician, will provide wills and estate planning services to American Indians owning trust or restricted property in Oklahoma. Clinic students are primarily responsible for all case-related work, including fact gathering, development of legal theory, and initial document drafting. Additionally, students are

expected to work an average of 6 to 10 hours per week providing legal services during the semester, exclusive of class time and preparation for class. The classroom component complements students' fieldwork with a practice-oriented examination of advocacy and substantive law in the context of American Indian Wills Services. Students who satisfactorily complete the course will receive four hours of graded credit. Two of those hours count toward the limit on credit hours that can be earned toward the J.D. degree through externships and clinical courses, and all four of those hours count toward the graduation requirement of experiential coursework.

Prerequisites: Legal Profession and Wills, Trusts, and Estates. Either American Indian Law or Tribal Law is recommended, but neither is a prerequisite.

A separate application is required. Students must have a minimum cumulative law school GPA of C (2.0 on the 4-point grading scale) to apply and to enroll. Students must have completed 43 credit hours by the time of the first class. Preference in enrollment will be given to students having completed 57 credit hours by the time of the first class. Students may not enroll simultaneously in the Clinic and in an externship. Students may not repeat this course. A student's legal intern license is not required. Students may not petition for either a work overload or a course overload for the semester in which they are enrolled in a clinic.

Enrollment Limitation and Conditions. Enrollment in the clinic is limited to 8 students per semester. If the clinician determines that there are more qualified applicants than spaces available, students will be chosen by a lottery, and a waiting list of additional qualified applicants will be maintained in the Student Services Office. The application process will subject the student's participation in the clinic to an employment conflict check, both for hours actually worked and for substantive conflicts of interest. This will be reviewed at the time of application and also at the start of the semester.

Students chosen for enrollment in the clinic are prohibited from dropping the clinic after the first week of class in the absence of extraordinary and unforeseen circumstances (such as serious medical problems or a call-up to military service). A student may not add the clinic after the first week of classes. If a student adds the clinic during the first week of classes but after the first class has occurred, the faculty clinician and the adding student will engage in a one-on-one tutorial to cover the material missed.

7903 American Legal Research and Writing for LLM Candidates

3 hours

An introduction to American legal reasoning, research, and writing. Students will develop legal research and writing skills by writing a legal memorandum and a trial-level brief. Students will learn on-line legal research related to cases, statutes, secondary sources, administrative law, and legislative history. Enrollment is limited to candidates for the LLM in American Law.

5253 Animal Law

3 hours

An introductory survey of laws that affect non-human animals. This course defines animal law through a review of a broad range of legal topics including animals as property; animal cruelty; tort claims regarding animals; contracts and animals; constitutional and environmental issues; and

estate planning for clients with animals.

9202 Applied Criminal Procedure

2 hours

The adjudicatory aspects of federal criminal procedure. Subjects covered include pretrial release, prosecutorial discretion, preliminary hearings, grand jury practice, venue, charging instruments, speedy trials, discovery and disclosure, guilty pleas, jury trials, sentencing, media inquiries, double jeopardy, and certain phases of the criminal trial.

6262 Arbitration Advocacy

2 hours

The representation of clients in arbitration proceedings. The course includes a comparison with mediation, medical arbitration, the modified rules and style for procedure, discovery, and evidence used in arbitration, and a consideration of ethical issues under the Model Rules of Professional Conduct and the Oklahoma Supreme Court's Code of Conduct for Arbitrators in the Early Settlement Program. Students will learn how to counsel with the client to identify whether arbitration would be suitable and how to make an opening statement, question witnesses, and present a closing.

6462 Art Law

2 hours

An investigation into the interrelationship between areas of the law affecting artists and creatives. The course will explore the interaction between first amendment free speech principles and the legal frameworks protecting creative rights: copyright law, moral rights, and rights of publicity; the interaction between these creative rights and trademark law and the commercial use of artistic works; and the impact of these creative rights on non-profit organizations and other entities that interact with artists and creators.

9063 Bail and Bond Clinic

3 hours

In the Bail and Bond Clinic, offered in partnership with the Oklahoma County Public Defender's office, students have an intensive experience in indigent criminal defense work. In the classroom portion of the clinic, students will learn the basics of criminal defense work, including client representation, ethics, criminal pre-trial work, and docket practice. Students will spend five to seven hours a week in the public defender's office representing clients in bail hearings and other misdemeanor proceedings. Students must have completed Criminal Law. Students must have either completed Criminal Procedure or be taking it concurrently with the clinic. A separate application is required.

8953 Bail to Jail

3 hours

A comprehensive study of the criminal adjudicatory process, beginning with the decision to initiate charges via arrest or other means, and continuing with all the major issues, requirements, and procedural steps which may occur during a prosecution, including some or all of: jurisdiction and venue, initial appearance, setting of bail or other pre-release conditions, probable cause hearing, indictment or information, joinder or severance, motions, discovery, plea bargaining,

time limits for bringing a case to trial, trial procedures, double jeopardy, sentencing, and appeal and post-conviction proceedings.

8832 or 8833 Bioethics

(8822 as a seminar)

2 or 3 hours

A study of the intersection of medicine, law, and philosophy concerned with the ethical issues arising from medical practice and technology. Topics include personal autonomy and consent, privacy, reproduction, human experimentation, conflicts of interest, access to health care, public health, and proprietary issues regarding the human body and genome. The course does not directly cover bioethical issues regarding death or physician-assisted suicide. Offered every other year.

7454 Child Abuse And Neglect I: Defining the Problem

4 hours

An introduction to child abuse and neglect as an interdisciplinary problem, including segments on (1) differential professional approaches from law, medicine/nursing, social work, psychology, public health, and education, and (2) definition of the primary types of abuse (physical, sexual, emotional, and neglect) from multidisciplinary points of view. The course will also consider the legal implications of recent developments in the field of child abuse and neglect. This is a two-semester course; both semesters must be completed for academic credit. Three hours of class each week are held at the University of Oklahoma Health Sciences Center (OUHSC); additional field placements are required. Oklahoma City University law students will meet for a fourth hour each week with the Oklahoma City University law faculty member for additional skills training, guided reflection, and professional ethics. Those students must also complete a minimum of 91 hours of work in their field placement, together with the program's minimum number of hours of cross-disciplinary observation. Students work under the supervision of the Oklahoma City University law faculty member and their supervising attorney at the placement site. This course qualifies as an externship. Two credit hours each semester count toward the limit on credit hours that can be earned toward the JD degree through externships and clinical courses. *Prerequisites:* Completion of 29 hours, permission of the Associate Dean for Academic Affairs, and admission into the program by OUHSC. Completion of or concurrent enrollment in Family Law and Children and the Law is recommended. Class rank in the top half of the class is strongly recommended.

7464 Child Abuse And Neglect II: Interventions for the Problem

4 hours

An interdisciplinary approach to investigating, litigating, treating, and preventing child abuse and neglect, including segments on: cultural variation, Indian Child Welfare, substance abuse, reporting laws, treatment approach, foster care, prosecution and defense, advocacy, and prevention. Student presentations (mock trial, multidisciplinary group discussions, and project reports) will illustrate interdisciplinary leadership roles in child abuse and neglect. This is a two-semester course; both semesters must be completed for academic credit. Three hours of class each week are held at the University of Oklahoma Health Sciences Center; additional field placements are required. Oklahoma City University law students will meet for a fourth hour each week with the Oklahoma City University law faculty member for additional skills training, guided reflection, and professional ethics. Those students must also complete a minimum of 91 hours of work in their field placement, together with the program's minimum number of hours of cross-disciplinary

observation. Students work under the supervision of the Oklahoma City University law faculty member and their supervising attorney at the placement site. This course qualifies as an externship. Two credit hours each semester count toward the limit on credit hours that can be earned toward the JD degree through externships and clinical courses. *Prerequisite:* Child Abuse And Neglect I: Defining the Problem.

8613 Children and the Law

3 hours

The legal recognition of juvenile status and the treatment of minors in contract and criminal law. Rights and regulation of juveniles in schools and hospitals and the rights and obligations of parents in the upbringing and support of their children are studied.

8303 and 8403 Civil Practice and Procedure I and II

6 hours

This course presents the main procedural concepts that govern modern lawsuits, with emphasis on jurisdiction, service of process, venue, joinder of parties, pleading and discovery, the right to trial by jury, the *Erie* doctrine, and the preclusive effect of prior judgments. The course material is presented in part through regular, practice-based skills sessions. These allow students, guided by experienced practitioners on the adjunct faculty, to practice interviewing clients, drafting pleadings, researching and strategizing legal arguments, and other key skills of modern civil litigation.

8912 Civil Rights Litigation

2 hours

The Bill of Rights is said to protect the rights of citizens against government overreach. Does it? How does it do so? What are the remedies? Are there any special defenses for governments that are not available to others? These are some of the questions we will answer in this course. The course will primarily focus on civil rights litigation under 42 U.S.C. § 1983, but will also touch upon civil rights litigation involving self-enforcing statutes and actions against federal officials under *Bivens*. In addition, at the end of the course, students will be prepared to actually represent a client against the government for violation of a civil right or represent the government against a civil rights plaintiff. There are special obstacles for a citizen to navigate in order to obtain a remedy for a violation of a civil right. This course will explore those obstacles, how they interact with each other, and how to navigate around them. *Prerequisites:* Constitutional Law I and II.

8103 Commercial Paper

3 hours

The use of checks and promissory notes in the context of various business transactions and the passage of checks through the bank collection process. Articles 3 and 4 of the Uniform Commercial Code are studied extensively. The course emphasizes the development of techniques for the analysis of commercial transactions and the development of techniques for the interpretation and construction of the Uniform Commercial Code with respect to the commercial transactions being analyzed. Contemporary business terminology, practice, and documents are considered.

9343 Conflict of Laws**3 hours**

Domicile and jurisdiction; treatment of foreign judgments; and detailed consideration of choice-of-law theories and their application to the substantive fields of torts, contracts, property, and family law.

7123 and 7233 Constitutional Law I and II**6 hours**

The design, structure, and the Supreme Court's interpretation of the Constitution of the United States. This year-long course examines how the Constitution employs structural mechanisms to protect individual rights and liberties. Topics here include federalism, the separation of powers, the role of judicial review, and the enumerated powers of Congress, with a special emphasis on the commerce power. The course also examines the direct protection of individual rights by the judiciary. Relevant topics include the rights to due process and equal protection protected by the Fourteenth Amendment, as well as the rights to free speech and religious liberty protected by the First Amendment. Both parts of this year-long course stress the necessity of learning to use historical, theoretical, as well as doctrinal materials to craft constitutional arguments.

9263 Consumer Bankruptcy**3 hours**

A study of the consumer bankruptcy system including basic bankruptcy doctrine involving Chapters 1 and 3, portions of Chapter 5, and thorough consideration of Chapter 7 (liquidation) and Chapter 13 (wage earner rehabilitation) of the Bankruptcy Code. *Prerequisites:* Civil Procedure I and II and Contracts I and II.

7182 Contract Drafting**(5612 as a seminar)****2 hours**

An introduction to the basics of drafting commercial agreements. Students will draft several commercial contracts of different lengths and on different subjects. In addition, students will learn additional contract law, practice using doctrine they already know, and develop a sense of how transactional lawyers think and what they do. Enrollment limited to 12. This course is eligible to satisfy the Upper-Class Writing Requirement.

7103 and 7223 Contracts I and II**6 hours**

The basis, nature, and limits of contractual liability in Anglo-American common and statutory law.

2032 Corporate Counsel Externship**2 hours**

An integration of skills training with substantive law training. Students receive academic credit while working under the guidance of field supervisors selected from the bar and participating in a classroom component designed to maximize the educational value of the field experience. Each student selects a placement site from a list maintained by the Director of Externships and must meet the specific requirements of that placement site as well as the general course requirements. Students work under the supervision of a faculty member and their supervising attorney at the

placement site. Placement site work includes a variety of tasks assigned to the student by the supervising attorney. Each student is required to work a minimum of 91 hours per semester at the placement site. In addition to the site work, students are required to attend class sessions covering skills training topics, including goal setting, learning from supervision, management skills, workplace skills, and ethical issues in externships. Placement sites are in-house legal departments in business organizations and nonprofit organizations. *Prerequisite:* None, except for specific courses required by a placement site.

8433 Corporations

3 hours

The legal framework for the operation of business corporations, including statutory and common law provisions. Topics include the manner in which corporations make decisions; the distribution of power among shareholders, officers, and directors; the special problems of close corporations; the duty owed by officers, directors, and controlling shareholders to the corporation and its shareholders in exercising their powers; the liability of officers and directors; shareholders' derivative suits; and mergers and transactions involving control of the corporation.

7023 Criminal Law

3 hours

Substantive criminal law, including selected crimes, defenses, and doctrines. The course also examines the historical, moral, and social forces at work in the criminal law.

7323 Criminal Procedure

3 hours

Constitutional criminal procedure, with special emphasis on the fourth, fifth, and sixth amendments to the United States Constitution (search and seizure, self-incrimination, and the right to counsel).

8202 Criminal Sentencing Law and Policy

2 hours

An explanation of the legal, historical, and social policy aspects of criminal sentencing. Topics include analyses of the purposes and limits of various types of criminal sanctions and sentencing systems, and examinations of the roles of various institutional actors (legislatures, sentencing commissions, judges, prosecutors and defense attorneys) in contemporary sentencing schemes. Offered every other year.

6372 Cybersecurity Law

2 hours

An exploration of the legal, regulatory, and policy framework of cybersecurity, cyber terrorism, cyber warfare, and cyber crime. This course will examine the laws and policies designed to mitigate cyber threats, address cyber privacy concerns, criminalize cyber offenses, and govern cyber warfare. This course will provide students with a framework for understanding the myriad of federal and state laws and regulations that govern this emerging field. While the focus of the course will be on U.S. cyber law and policy, law and policy of foreign countries will also be addressed. Through the analysis of case studies, students will study the intersection of cyber law and policy in the domain of homeland security and learn about cybersecurity's role in the real world.

9092 Directed Research**2 hours**

Students perform in-depth research, beyond that required by Course No. 9091, Supervised Paper, in a specialized field under the direction of a member of a full-time law faculty member. This course may be taken only by students who have completed at least 43 hours during residence at the law school. A student may not enroll in this course in the summer term. A student may not enroll in this course more than once per semester. A student may not enroll in this course and in Course No. 9091, Supervised Paper, during the same semester. This course is graded with letter grades. In order to successfully complete this course, a student must prepare a written paper corresponding in scope and publishable quality to a law review Note and consisting of not fewer than 10,000 words exclusive of footnotes or endnotes. A student enrolled in this course must work closely with a full-time faculty member who has agreed to act in that capacity. As the standard for satisfactory completion of this course is high, it should be attempted only by students having a substantial commitment to pursuing in-depth research in a specialized area of law. Satisfactory completion of this course fulfills the upper-class writing requirement, if the instructor so certifies.

6112 Domestic Violence and the Law**2 hours**

A study of issues relating to domestic violence from legal, social, and psychological perspectives. The course will examine the historical development of domestic violence as a phenomenon. Students will consider abusive relationships including intimate partner violence, stalking, child abuse, elder abuse, and bullying. Students will examine psychological dynamics of victimization including those peculiar to vulnerable populations such as immigrants, children, elderly, and the disabled. Students will study the behavior of the perpetrator as well as the victim of abuse, including the efficacy of batterer's intervention programs.

Students will practice a range of advocacy techniques utilized in expedited civil litigation related to seeking protective orders or defending protective order cases, including comprehensive interviewing of clients, investigation, case analysis and strategy, trial preparation, opening arguments, eliciting testimony through direct and cross examination, and closing arguments.

9413 Employment Law**3 hours**

Areas of federal and state labor law that regulate the employment relationship and provide minimum protection outside of collective bargaining. Major topics include employee welfare and retirement benefits (ERISA), employee privacy, medical and drug screening, wage and hour protection, occupational safety and health, disabling illness or injury, and wrongful discharge.

8523 Environmental Law**3 hours**

Statutory, administrative, and case law concerning the protection of environmental quality in the United States. Basic principles, policies, and procedures as embodied in federal and state regulatory programs are scrutinized. Consideration is also given to the role of public administrative agencies and courts in resolving environmental issues. Some of the specific problem areas examined are water and air pollution, surface mining and reclamation, and hazardous waste management and disposal. Although not a prerequisite, some familiarity with

constitutional and administrative law is helpful.

8013 Estate and Gift Tax Law

3 hours

The federal excise tax imposed on the transfer of wealth, whether in the form of a lifetime gift or a transfer at death.

9362 or 9363 Estate Planning

2 or 3 hours

Lifetime and post-mortem planning for the orderly disposition of a client's assets. Advanced consideration is given to will and trust drafting, with special attention to problems of estate liquidity, life insurance, retirement benefits, disposition of business interests, and lifetime gifts (including charitable gifts). *Prerequisites:* Wills, Trusts, and Estates.

8133 Evidence

3 hours

The system of rules and standards regulating the admission of evidence at trial, with emphasis on the Federal Rules of Evidence. Topics included are competency, qualification, examination, cross-examination and impeachment of witnesses; objections, waivers, and offers of proof; relevancy; the hearsay rule and its exceptions; the opinion rule and expert testimony; privileges; the best evidence rule; judicial notice; and demonstrative evidence.

8851 Evidence in Practice

1 hour

Introduction to pre-trial and trial settings requiring solutions using the Federal Rules of Evidence. The course will substantively follow the required Evidence course and provide opportunities for practical application throughout the semester. Students will address issues from actual trial documents, photographs, and testimony to develop evidentiary practice skills. Issues will include topics from Relevance, Hearsay, and Impeachment. *Prerequisite:* Must be concurrently enrolled in Evidence.

Each section of Evidence in Practice is a companion to a section of Evidence. Students may enroll only in the section of Evidence in Practice that corresponds with their section of Evidence. Enrollment is limited to 25 students per sections. Students in the bottom 40% of their class during the Spring semester prior to their enrollment in Evidence will be automatically pre-enrolled in Evidence in Practice to ensure they have seats. A student who is pre-enrolled may opt out of the course by contacting the Director of Academic Achievement.

7213 or 7214 Family Law

3 or 4 hours

The law of marriage, marital property, marital rights and duties, divorce, separation, annulment, law of parent and child, law of guardian and ward, contract and tort rights and liabilities of infants and married women, domicile and jurisdiction for divorce, and constitutional limitations and requirements.

7562 Financing the Start-Up: Office Practice and the Basics of Formation and Funding
2 hours

An introduction to the legal representation and financing of small businesses and entrepreneurial start-ups, including the basics of capital markets, the ethical and legal limits on the representation of small businesses, initial finance and exit strategies from a legal perspective, and the legal risks and rewards of private or public capital formation. In order to understand the perspective of investors, students will construct and manage an individual investment portfolio. Students will also write reports and make presentations. Offered every other year. *Prerequisite:* Either (1) Corporations or (2) Agency and Unincorporated Business Associations.

8809 Forensic Evidence in the Courtroom
3 hours

The issues related to scientific evidence and the use of experts in civil and criminal litigation. The first part of the course covers the admissibility of scientific evidence and expert testimony in both state and federal court. Next, students will receive in depth training on various aspects of forensic science including DNA, Ballistics, Serology, and Pathology. Working with students at the University of Central Oklahoma's Forensic Science Institute, students will work on a mock case, preparing and presenting expert testimony in a graded Daubert hearing.

6054 Government Practice Externship
4 hours

An integration of skills training with substantive law training. Students earn academic credit while working in the field under the guidance of supervisors selected from the practicing bar. A classroom component enhances the educational value of the field experience. Working under the supervision of a faculty member and a supervising attorney, students must meet the specific requirements of their placement site in addition to the general course requirements. Work in the field includes a variety of tasks assigned to the student by the supervising attorney. Each student is required to work a minimum of 91 hours per semester at the placement site. The classroom component meets three hours per week and covers state administrative law and topics in skills training including goal setting, learning from supervision, management skills, workplace skills, and ethical issues in externships. A final examination covering the state administrative law materials will be given. Students receive a letter grade in this externship, with supervising attorney evaluations factored into the final letter grade. Any student failing to complete the placement site hours will receive an incomplete until the hours are completed. Because of the overlap in material, a student may not take both State Administrative Law and the Government Practice Externship for credit. *Prerequisite:* None, except for specific courses required by a placement site.

8382 or 8383 Healthcare Law (formerly known as Law and Medicine and as Health Law)
2 or 3 hours

Medical malpractice and problems of consent, informed consent, staff privileges, licensing, hospital liability, and managed care organizations. Emphasis is also placed on current bio-ethical issues dealing with death and dying, directives, physician-assisted suicide, fetal-maternal conflict, surrogacy, and genetics. Students who have received credit for either Law and Medicine or Health Law may not enroll in Healthcare Law.

7722 Homeland Security Law**2 hours**

An introduction to the policy, strategy, and practical application of homeland security through an understanding of the authorizing laws, regulations, and policies that established the Department of Homeland Security. This is a multi-faceted course that will expose students to complex intergovernmental and public-private sector policymaking, operational planning, and crisis management. The course is designed to promote subject matter understanding, critical analysis of issues, and insight into senior leader decision-making. It also includes a practical examination of stakeholder interaction and key subject-matter areas through an interactive tabletop exercise as well as other interactive opportunities throughout the course.

8333 Immigration Law**3 hours**

Begins with an examination of the sources for and usage of the immigration power, and the role of federal agencies in its implementation. Grounds for admission, exclusion, and deportation are explored. The consequences and limitations of judicial and other relief are recurrent themes of the course. The course also includes a discussion of refugees and political asylum.

8844 Income Tax Law**4 hours**

Special attention to problems of individual taxpayers. Basic concepts of gross income, adjusted gross income, deductions, exemptions, basis, credits, assignment-of-income principles, disposition of property, capital gains and losses, non-recognition exchanges, methods of accounting, and installment sales are explored.

9052 Indian Gaming Law**2 hours**

A study of Indian gaming statutes, regulation, case law, and policy. The course examines tribal economic development through gaming operations, with a specific focus on federal statutory authorizations and the federal regulatory schematic that applies to Indian gaming in the United States. Additional topics of focus include tribal regulatory authority in Indian gaming and tribal gaming management through tribal law. The course will also examine tribal-state relations as they relate to gaming regulation and operation. Offered every other year.

8575 Oklahoma Innocence Clinic**4 hours**

A clinic in which students analyze the procedural status of the case and develop theories of innocence and investigative strategies for individuals who may have been wrongfully convicted of crimes for which they have been incarcerated. The clinic supports the Oklahoma Innocence Project. Students conduct investigations and make recommendations regarding litigation, while learning client relations and management skills and the operation of the state and federal legal systems. Students will be required to travel around the state of Oklahoma to conduct investigations and for training. Students may also conduct legal research, draft pleadings, motions, and briefs, and appear in court in connection with proceedings to obtain post-conviction relief. The clinic includes weekly meetings devoted to training and to the discussion of the status of ongoing case assessment and investigation. Students will work with graduate students from the Forensic

Science Institute at the University of Central Oklahoma.

Students who satisfactorily complete the course will receive four hours of graded credit. Three of those hours count toward the limit on hours that can be earned toward the J.D. degree through externships and clinical courses, and all four of those hours count toward the graduation requirement of experiential coursework.

A separate application is required. Students must have a minimum cumulative law school GPA of C (2.0 on the 4-point grading scale) to apply and to enroll. Preference in enrollment will be given to students having completed 57 credit hours by the time of the first class. Students may not enroll simultaneously in the clinic and in an externship. Students may not repeat this course. Students may not petition for either a work overload or a course overload for the semester in which they are enrolled in a clinic.

Enrollment Limitation and Conditions. Enrollment in the clinic is limited to 8 students per semester. If the clinician determines that there are more qualified applicants than spaces available, students will be chosen by a lottery, and a waiting list of additional qualified applicants will be maintained in the Academic Services Office. The application process will subject the student's participation in the clinic to an employment conflict check, both for hours actually worked and for substantive conflicts of interest. This will be reviewed at the time of application and also at the start of the semester.

Students chosen for enrollment in the clinic are prohibited from dropping the clinic after the first week of class in the absence of extraordinary and unforeseen circumstances (such as serious medical problems or a call-up to military service). A student may not add the clinic after the first week of classes. If a student adds the clinic during the first week of classes but after the first class has occurred, the faculty clinician and the adding student will engage in a one-on-one tutorial to cover the material missed. *Prerequisites:* Evidence and Wrongful Convictions.

9163 Intellectual Property Law

3 hours

An integrated approach to the federal regimes governing patents, copyrights, and trademarks, as well as related state laws governing trade secrets, misappropriation, and publicity rights. The course covers subject matter protected under each regime, prerequisites for and duration of protection, exclusive rights and limitations thereon, ownership, infringement, remedies, and international treaties. Particular attention is paid to the adaptation of these regimes to recent technological developments. Offered every other year.

8213 International Business Transactions

3 hours

The legal aspects of international business and finance, including the extraterritorial application of national statutes and the regulation of international trade. The course examines, among other things, contract formation in international transactions; key commercial terms; Bills of Lading; transaction financing and obtaining appropriate security; issues associated with investing in other countries (foreign direct investment); commonly encountered ethical issues such as the Foreign Corrupt Practices Act; and available forms of, and issues arising in, dispute resolution. Offered

every other year.

8742 or 8743 International Law

2 or 3 hours

The legal obligations of nations with respect to each other. Also covered is the role of international law within the American legal system and, in the three-credit version, American foreign relations law.

7813 International Trade Law

3 hours

A study of the General Agreement on Tariffs and Trade (GATT), together with all World Trade Organization (WTO) side agreements and the associated federal statutes. While the focus is trade of goods, significant coverage is given to trade in services, technology, and foreign direct investment. In addition, societal issues such as the environment, human rights, and development are incorporated as they relate to international trade. The course will also explain how WTO obligations are implemented in the U.S. and the European Union. The most important international business transactions will be covered at a very high level, but those interested in international business transactions should consider also taking the course, *International Business Transactions*. This is a problem-oriented course making use of effective hypotheticals. Offered every other year.

9711 or 9712 Interscholastic Moot Court Teams

1 or 2 hours

The moot court teams listed below are approved for academic credit. The teams are selected by the faculty member acting as coach through an application process. Students selected for the team participate as advocates according to the rules of the competition, by developing arguments, conducting research, writing briefs, practicing oral advocacy skills, and ultimately participating in the competition. Credit is normally awarded in the Spring semester on a Credit/No Credit basis based on the recommendation of the faculty coach, but may be awarded in the Fall at the request of the faculty coach.

The following appellate advocacy teams are approved for academic credit:

- ABA National Appellate Advocacy Competition (1 or 2 hours)
- NNALSA Moot Court Competition (1 hour)
- Philip C. Jessup International Law Moot Court Competition (1 or 2 hours)
- [BLSA Frederick Douglas Appellate Advocacy Competition (1 hour)
- National Moot Court Competition (New York Bar Association) (1hour)

Participation in the following teams to the satisfaction of the faculty coach, which includes preparing at least three drafts of a substantial brief, also satisfies the Upper Class Writing Requirement:

- ABA National Appellate Advocacy Competition
- NNLSA Moot Court Competition
- Philip C. Jessup International Law Moot Court Competition

[BLSA Frederick Douglas Appellate Advocacy Competition]
National Moot Court Competition

Participation in moot court teams is limited by the Limitations on Credit for Certain Categories of Course included in the Academic Standards and Regulations.

9611 Interscholastic Mock Trial Teams

1 hour

The mock trial teams listed below are approved for academic credit. The teams are selected by the faculty member acting as coach through an application process. Students selected for the team participate as advocates according to the rules of the competition, by developing arguments, conducting research, preparing for trials, practicing courtroom skills, and ultimately participating in the competition. Credit is normally awarded in the Spring semester on a Credit/No Credit basis based on the recommendation of the faculty coach.

The following mock trial teams are approved for academic credit:

ACTL National Trial Competition
BLSA Thurgood Marshall Mock Trial Competition

Participation in mock trial teams is limited by the Limitations on Credit for Certain Categories of Course included in the Academic Standards and Regulations.

8662 Interviewing, Counseling, and Negotiation Advocacy

2 hours

The representation of clients in negotiation, using the skills most required for effective lawyering. Students develop these skills primarily through role playing, both in and out of class, in accordance with problems and profiles designed by the professor.

7923 Introduction to the American Legal System for LLM Candidates

3 hours

A comprehensive survey of the structure and operation of the American legal system. Topics include the constitutional architecture of the federal and state governments, separation of powers, federalism, principles of due process and equal protection of the law, civil procedure, criminal procedure, individual rights, judicial review, case analysis and the role of judicial precedent, the legislative process, statutory interpretation, and the administrative state. The course also includes an introduction to selected fields of private and public law, *e.g.*, contract law and tort law, and the role of lawyers in the American legal system. Enrollment is limited to candidates for the LLM in American Law.

6662 Judicial Externship

2 hours

Externship program for students serving as externs for judges of the United States Court of Appeals for the Tenth Circuit, the United States District Court for the Western District of Oklahoma, the United States Bankruptcy Court for the Western District of Oklahoma, the Oklahoma Supreme Court, or the Oklahoma Court of Criminal Appeals. Enrollment is by selection of judge and

permission of faculty supervisor. The course is graded on a credit, no credit, or credit with honors basis. *Prerequisites:* It is recommended that students be in the top half of their class. Bankruptcy externs must have completed Consumer Bankruptcy, and Secured Transactions is highly recommended for bankruptcy externs.

8642 Jurisprudence

2 hours

The meaning of law and legal order, attending to legal philosophy from the early Greeks to contemporary theorists.

8372 Law and Genetics

2 hours

This course will examine legal, ethical, and policy issues in selected topics in genetics. Such topics may include eugenics, sterilization, the Human Genome Diversity Project, human embryo research, the commercialization of genetics research, gene patents, cloning, forensic evidence, DNA banks, behavioral genetics, and genetic privacy. Offered every other year.

9480 Law Review Membership

0 hours

A zero-credit course graded “Satisfactory” or “Unsatisfactory.” Required for all members of the Law Review other than the editors.

9481, 9482, 9483 Law Review Editorial Board

1, 2, or 3 hours

One, two, or three hours of graded credit for members of the Editorial Board of the Law Review. The Editor-in-Chief and the Managing Editor earn four hours of mandatory graded credit to be distributed over the course of two semester at the discretion of the student. Members of the Board of Editors other than the Editor-in-Chief and Managing Editor earn one hour of mandatory graded credit each semester in which they serve as Editors. *[Members of the Board of Editors may also enroll in an additional hour of graded credit in one of the two semesters in which they serve as Editors.]*

Law Review Comment

1 hour

One hour of graded credit for completing a Case Comment that is deemed acceptable by the Board of Editors for publication in the Oklahoma City University Law Review.

Law Review Note

2 hours

Two hours of graded credit for completing a Note that is deemed acceptable by the Board of Editors for publication in the Oklahoma City University Law Review.

7071 Legal Analysis

1 hour

A required course covering the nature and process of legal reasoning, including common law analysis and statutory interpretation. This course begins one week prior to other first-year

courses and continues to meet throughout the fall semester. The course includes frequent practice examinations covering Torts, Contracts, and Civil Procedure, with debriefing sessions and feedback, and a final examination. The course is graded “Credit” or “No Credit.” Credit in Legal Analysis I is subject to being revoked if a student does not satisfactorily complete Legal Analysis II and Legal Analysis III. Credit may be granted for Legal Analysis I if a student completes Legal Analysis III at the Advanced level. See *Legal Analysis III*.

7080 Legal Analysis II

0 hours

A zero-credit required course taken in the Spring of the first year. The course is a continuation of Legal Analysis I. Each student will receive a grade of S or U indicating whether the student completed the work in a satisfactory manner. If a student receives a U in Legal Analysis II, the student’s Credit for Legal Analysis I will be converted to a No Credit.

7090 Legal Analysis III

0 hours

A zero-credit required course taken in the Fall of the second year. The course consists only of a final examination covering the subject matter of the first three semesters of law school. The final examination is scored on a point system. A score of at least 30 points indicates Satisfactory performance and a score of at least 40 points indicates Advanced performance. Each student will receive a grade of S or U based on the student’s performance on the final examination. If a student receives a U in Legal Analysis III, the student’s Credit for Legal Analysis I will be converted to a No Credit.

A student who has not previously received credit for Legal Analysis I (or whose Credit for Legal Analysis I has been revoked) but who receives an Advanced grade on the final examination in Legal Analysis III will receive credit for Legal Analysis I and will have satisfied the Legal Analysis I course requirement.

9470 Legal Internship

0 hour

Zero credit course in which all students employed as licensed legal interns must enroll for each semester of employment.

7192 Legal Method: An Introduction to the Anglo-American Legal System and Reading for the Legal Profession

2 hours

The legal process and its historical foundations, including basic distinctions and classifications that form the conceptual framework of the law, an overview of English legal history, and methods and tools used by American courts in dealing with judicial precedent and statutory enactments. The course will also focus on identifying and developing the critical reading strategies and skills needed for expert legal reading and legal analysis. This course is open by invitation only to entering 1Ls. A student enrolled in the course who does not receive a grade of C or higher will be academically dismissed from the School.

8143 Legal Profession**3 hours**

The many roles played by lawyers in society and the responsibilities--ethical, legal, and practical--which must be reconciled in performing these various roles. Discussion focuses on the appropriate functioning of the individual attorney within the legal system and on the role of the organized bar in regulating the profession and contributing to the resolution of social problems. The American Bar Association's Model Code of Professional Responsibility and Model Rules of Professional Conduct are analyzed in detail.

5223 and 5232 Legal Research and Writing I and II**5 hours**

Developing legal research and writing abilities. The first semester course concentrates on teaching students basic research skills and objective legal memoranda. Students learn on-line and book research. The second semester covers appellate advocacy, and concentrates on civil appellate procedures, persuasive appellate brief writing, and oral advocacy.

8112 or 8113 Legislation**2 or 3 hours**

The structure and operation of legislatures and the process of interpreting statutes. First, the course examines different models of the legislative process and the philosophical assumptions and legal structures that underlie each of these models. Topics include campaign finance, term limitations, and the tension between direct and representative democracy. Second, the course examines various approaches to statutory interpretation and the reasons for the use of these approaches. Topics include the canons of construction, the use of legislative history, and the role of administrative agencies in statutory interpretation.

9293 Legislation and Regulation**3 hours**

Many of the legal rules that bind individuals, businesses and other organizations come not in the first instance for judge-made rules but rather from legislatures and administrative agencies. At the federal level, Congress enacts laws. Administrative agencies then interpret these statutes, and give them force by implementing and enforcing rules, issuing orders, and taking a host of other administrative actions. A similar process occurs at the state level: state legislatures enact laws that are interpreted and implemented by state agencies.

This course explores both the legislative and the administrative sides of this process. Apart from giving students an overview of both legislation and agency decision-making, it explores the role that lawyers often play in disputes that arise (1) about what a statute means and requires and (2) about whether administrative agencies are correctly implementing it. In the first of these types of disputes, lawyers and judges generally rely upon certain methods to understand a statute's meaning -- including analyzing the text and structure of the statute, employing theories and canons of interpretation, and examining the statute's purpose and legislative history. In disputes over agency actions, lawyers and judges ask questions about whether an agency has followed the procedural requirements imposed by the Constitution, the federal Administrative Procedure Act, other statutes, and the agency's own rules -- and also about whether the agency has correctly

interpreted a statute it is implementing and has reached conclusions about applying it that are not “arbitrary and capricious.” This course will provide students with an introduction to these legal questions about the legislative and administrative process and provide a foundation for more detailed analysis of these topics in other courses or legal research.

6061 or 6062 Litigation Practice Externship

1 or 2 hours

An opportunity to experience litigation practice in a structured setting. Students are required to select a placement site and meet the specific requirements of that placement site as well as the general course requirements. Students will be under the supervision of a faculty member and their supervising attorney at the placement site. Placement site work will include a variety of tasks assigned to the student by the supervising attorney. Each student is required to work a minimum of 91 hours at the placement site. In addition to the site work, students will be required to attend class sessions covering skills training topics. Students are required to submit weekly time records, as well as a journal. The course is graded on a credit (Cr), no-credit (NC), or credit with honors (CrH) basis. Each student will receive an Interim and a Final Evaluation from his or her supervising attorney. *Prerequisite:* None, except for specific courses required by a placement site.

A limited number of students will be eligible to continue at the placement for a second semester with supervising faculty approval. The academic requirements for the second semester are the following: the student earns one credit hour (instead of two); the student continues to work at the placement for 91 hours the second semester; and writes a paper on an issue relating to the work encountered at the placement. The paper will satisfy the upper-class writing requirement. The student will be required to present the paper in class. *The proposed paper topic and outline must be submitted prior to course registration for the second semester.*

9282 The Litigation Practicum

2 hours

A hands-on workshop developing practical skills through simulated and actual case studies. Commencing with the initial client meeting, progressing through discovery, pretrial motions, alternate dispute resolutions and trial, the students will participate in all aspects of the case. Students will learn skills in a layered progression as the case moves through the various phases and will develop advocacy skills, evidentiary knowledge, and cover aspects of trial practice, including opening statements, witness preparation, direct and cross-examination, objections, and closing arguments. Case studies will use state-of-the-art law practice technologies.

6272 Mediation Advocacy

2 hours

The representation of clients in mediation. The course considers the differences between mediation and negotiation, how to counsel with the client to identify whether mediation is appropriate, the different roles in which an advocate serves in a mediation, and ethical issues under the Model Rules of Professional Conduct and the Oklahoma Supreme Court's Code of Conduct for Mediators in the Early Settlement Program.

8211 or 8212 Native American Externship

1 or 2 hours

An externship program using field work, classroom, and simulation methods to provide legal assistance to Native Americans in central Oklahoma. In addition to a weekly two-hour classroom session, students are required to work 91 hours for two credits at a placement site such as Oklahoma Indian Legal Services, the U.S. Attorney's Office, a Tribal Court or a Tribal Prosecutor's office. In addition to the site work, students are required to attend class sessions covering skills training topics. Students are required to submit weekly time records as well as a journal. The course is graded on a credit (CR), no-credit (NC), or credit with honors (CrH) basis. Each student will receive an Interim and a Final Evaluation from his/her supervising attorney. *Prerequisites:* American Indian Law; placement sites may have additional course requirements. Concurrent enrollment in American Indian Law and this course is permitted.

A limited number of students will be eligible to continue at the placement for a second semester with supervising faculty approval. The academic requirements for the second semester are the following: the student earns one credit hour (instead of two); the student continues to work at the placement for 91 hours the second semester; and writes a paper on an issue relating to the work the student has encountered at the placement. The paper will satisfy the upper-class writing requirement. The student will be required to present the paper in class. *The proposed paper topic and outline must be submitted prior to course registration for the second semester.*

7542 or 7543 Nonprofit Organizations

2 or 3 hours

This course covers the legal requirements and policy implications for nonprofit organizations. Course topics include the formation and dissolution, operations, governance, regulation, charitable solicitation, and antitrust. Students will read and discuss statutes, regulations and cases. The course also considers non-charitable nonprofit organizations. Offered every other year.

8233 Norick Municipal Law Research Clinic

3 hours

This clinic serves the dual goals of providing students with practical research, writing, and oral presentation experience and assisting the Oklahoma City Council, Municipal Counselor, and other municipal entities by providing research support. Students will receive instruction in municipal law and related areas of law. Students are assigned research projects from these municipal entities as arranged by the professors. Students will employ a variety of methodologies to conduct thorough research and concisely convey their findings to the inquiring municipal entity. Each student will conduct a client interview, communicate with their clients via email, prepare a written memorandum, and make an oral presentation of their research findings.

The clinic will integrate doctrine, theory, skills, legal ethics, and engage students in the performance of legal analysis and reasoning, legal research, written and oral communication, and the exercise of proper professional and ethical responsibilities to clients and the legal system. Students will develop the concepts underlying the professional skills being taught. Students will perform the professional skills through meetings with clients, professors, class discussions, written work, and in the final presentation. Student performance will be directly supervised by clinical

faculty who will provide feedback. The clinic will provide opportunities for student self-evaluation during class discussions, meetings with clinic faculty, and in writing through various outlines and draft memoranda.

All students are required to devote a minimum of **2 hours per week** to classroom instruction and **7 hours per week** of work outside of class. Work outside of class will consist of individual research, various drafting assignments described below, preparation for the oral presentation, and no less than five required faculty office conferences. Faculty office conferences should be scheduled at least 24 hours in advance with your assigned professor.

Students who satisfactorily complete the course will receive three hours of graded credit. One of those hours counts toward the limit on credit hours that can be earned toward the J.D. degree through externships and clinical courses. Your completion of this course may be used to satisfy either: 1) the JD graduation requirement of a clinic or externship, in which case all three credit hours count toward the graduation requirement of experiential coursework, OR 2) the upper-class writing requirement of the JD degree, in which case none of the credit hours counts toward the graduation requirement of experiential coursework. ABA rules prohibit satisfying both requirements 1 and 2 with this course. If you intend to satisfy the upper-class writing requirement, please present the required form to Professor Peoples no later than the second class period for approval.

A separate application is required. Students must have a minimum cumulative law school GPA of C (2.0 on the 4-point grading scale) to apply and to enroll. Students must have completed 43 credit hours by the time of the first class. Preference in enrollment will be given to students having completed 57 credit hours by the time of the first class. Students may not enroll simultaneously in the Clinic and in an externship. Students may not repeat this course. A student's legal intern license is not required. Students may not petition for either a work overload or a course overload for the semester in which they are enrolled in a clinic. *Prerequisite.* None.

Enrollment Limitation and Conditions. Enrollment in the clinic is limited to 8 students per semester. If there are more qualified applicants than spaces available, students will be chosen by a lottery with a preference given as explained above, and a waiting list of additional qualified applicants will be maintained in the Registrar's Office. The application process will subject the student's participation in the clinic to an employment conflict check, both for hours actually worked and for substantive conflicts of interest. This will be reviewed at the time of application and also at the start of the semester.

Students chosen for enrollment in the clinic are prohibited from dropping the clinic after the first week of class in the absence of extraordinary and unforeseen circumstances (such as serious medical problems or a call-up to military service). A student may not add the clinic after the first week of classes. If a student adds the clinic during the first week of classes but after the first class has occurred, the faculty clinician and the adding student will engage in a one-on-one tutorial to cover the material missed.

9383 Oil and Gas Contracts**3 hours**

A study of the kinds of contracts used principally in oil and gas drilling, production, marketing, and asset purchase and sale transactions. Offered every other year.

Oil and Gas Environmental Law**1 hour**

A study of common environmental issues involved with oil and gas development, as well as remedies, including examining the various tort causes of action, contract claims, meeting the burden of proof and the use of expert witnesses, sampling, measuring and proving damages, and how to address statute of limitations arguments. Will use real life examples and graphics, most from the Oklahoma and Texas oilfield operations.

8153 Oil and Gas Law**3 hours**

The nature and protection of various interests in the oil and gas mineral estate; legal principles concerning the rights and remedies of the mineral owner, owner-lessor, and lessee; major clauses of the oil and gas lease; implied covenants; and problems incident to conveyances of interests in the mineral estate.

8162 Oil and Gas Regulation**2 hours**

A study of oil and gas exploration and production regulations. The course will primarily cover many of the key oil and gas regulations of the Oklahoma Corporation Commission and the Railroad Commission of Texas. In addition, it will also review selected statutes giving rise to regulations as well as significant cases that construe those regulations. Offered every other year.

Prerequisite: Oil and Gas Law.

8192 Oil and Gas Tax Law**2 hours**

The federal income tax law of domestic oil and gas operations and transactions. The course applies income tax law to the life cycle of oil and gas operations including exploration, development, production, and abandonment. The transactions include acquisitions, dispositions, structuring, and investment. Offered every other year. *Prerequisite:* Income Tax Law. Oil and Gas Law or familiarity with oil and gas operations is helpful, but not required.

7332 or 7333 Oklahoma Land Titles**2 or 3 hours**

Oklahoma law relating to real estate titles, study of common title defects, title curative legislation, and the mechanics and purposes of title examination. Offered every other year.

7251 Oklahoma Legal Research for Practice**1 hour**

This course is intended to build upon the research skills acquired in first year Legal Research and Writing, to develop legal information literacy, and to deepen a student's knowledge in the area of

practice related to Oklahoma legal research. During each week of the course you will review and strengthen your knowledge of basic Oklahoma research materials and explore important legal research skills that are essential to practicing law in Oklahoma. This practice-focused legal research course will also explore databases and materials available to an Oklahoma attorney through either their bar membership or the technology available in the courtrooms in Oklahoma, and the databases and materials to which new Oklahoma attorneys can expect to have access in their first job in the private or public sector.

7643 Policing and the Law

3 hours

This course is designed to provide law students with an understanding of the legal issues involved in policing and resulting litigation. Specifically, this course introduces students to the responsibilities and functions of police officers and departments, the legal questions that police officers are required to take into account (often in situations that provide little time for reflection), the skills required to legally use authority and discretion while enforcing the law, and the types of liability officers and departments face when overstepping the bounds of the law. Students will be exposed to case law and statutes as well as actual scenarios and problems that give them a deeper understanding of the issues police officers face. This course is designed for law students interested in criminal law, policing, city government, civil procedure, or torts. It comes at a time when police officer and departments are frequently sued for their actions. Understanding the legal environment of policing becomes critical, and not just for officers themselves. City and government attorneys often face litigation stemming from alleged wrongdoing on the part of police officers, departments, and cities, and plaintiff attorneys are finding no shortage of cases. Offered every other year. *Prerequisites:* None. Previous completion of Torts and Criminal Procedure is beneficial.

6402 or 6403 Pretrial Litigation

2 or 3 hours

Pre-trial procedures used in civil litigation under the Federal Rules of Civil Procedure and corresponding state rules. The emphasis is on the identification of the best means to conduct pleading and discovery in different types of cases, the tactics commonly employed, and, to a lesser extent, the means by which the fruits of this process are used at trial. The course will combine, as enrollment permits, the study of the relevant rules in this context with the drafting of and responses to discovery requests, and the taking and defending of depositions, together with relevant pleading and motion practice. Enrollment is limited to sixteen. *Prerequisites:* Civil Practice and Procedure I and II.

9852 or 9853 Products Liability

2 or 3 hours

The causes of action available for accidents caused by defective products and the defenses available for each cause of action. Also included is the study of the various tests for defectiveness, the proper plaintiffs and defendants in a product liability action, proof problems, and issues in remedies that relate specifically to products liability. Particular emphasis is placed upon national trends, both judicial and legislative, in the area. Offered every other year.

8932 Prosecuting Terrorism: Investigation through Trial**2 hours**

This course allows students to understand – and compare – the prosecution of terrorism-related crimes (including war crimes and others) in civilian courts and military tribunals. The course explores the unique way in which US law treats these types of crimes, the role that international law plays in that treatment, the factors that contribute to selection between civilian courts and military tribunals as the forum for prosecution of terrorism-related crimes, the procedural laws that govern how such crimes are prosecuted in each forum, and the significant role classified information plays in the process. The course examines the policy underlying these matters and the practical application of the law in all phases: investigation, pre-trial, trial, and post-trial. Offered every other year.

7404 Property**4 hours**

An introduction to the law of property, including methods of acquiring and holding real and personal property; the rights, powers and obligations of owners and possessors; an introduction to private and public regulation of the use of land; and an introduction to real estate transactions. Topics covered will usually include gifts, adverse possession, present and future interests, concurrent and marital estates, leaseholds, easements and servitudes, deeds, and recording acts.

8432 or 8373 Public Health Law**2 or 3 hours**

A study of the constitutional source and limitations of the state's authority to regulate issues of public health and of specific areas of potential state regulation, including contagious diseases, public health surveillance, healthy lifestyles, firearm control, bioterrorism, and global health issues. Offered every other year.

8622 or 8623 Remedies**2 or 3 hours**

Equitable, restitutionary, and damage remedies, including injunctions and specific performance, contempt, restitution, contract damages other than those covered by the Uniform Commercial Code, tort damages, punitive damages, calculations of present value, and the equity-law distinction concerning jury trials.

7043 Sales and Leases**3 hours**

The selling and leasing of goods in domestic and international transactions. The primary emphasis is on Article 2 of the Uniform Commercial Code, with secondary attention paid to Article 2A and to the United Nations Convention on Contracts for the International Sale of Goods. Topics include contract formation and interpretation, performance, breach, remedies, and warranties. In addition to this substantive law, the course pays special attention to developing an effective understanding of and the ability to use Article 2's statutory scheme. *Prerequisites:* Contracts I and II.

8203 Secured Transactions

3 hours

The law governing secured transactions in personal property covered by Article 9 of the Uniform Commercial Code. Topics covered include the establishment and perfection of security interests pursuant to credit sales contracts, problems focusing on the interface between Article 9 and federal bankruptcy law, priority disputes among collateral claimants, default, and rights after default. In addition to establishing a base of substantive information concerning Article 9's treatment of the foregoing topics, emphasis is placed on developing an understanding of and facility with the Code's statutory scheme.

9143 Securities Regulation

3 hours

The federal regulation of securities, including the registration and distribution of securities under the Securities Act of 1933, the distribution of securities in transactions exempt from registration, the scope of coverage of the 1933 Act, the purpose and nature of the disclosure required under the 1933 Act, the purpose and scope of the Securities Exchange Act of 1934, insider trading, proxy and tender offer regulation, and liability for violations of the 1933 Act and 1934 Act. Offered every other year. *Prerequisite:* Corporations.

Seminars

2 hours

A seminar involves a professor and a small number of students, engaged in creative research that is of an original nature or that adds clarity to existing theories. The subject matter of a seminar is determined by the faculty member and approved by the Curriculum Committee. A seminar shall result in a substantial written product or products as defined by the professor, which shall be a part of the basis for evaluation. Ordinarily, no examination will be given. Seminars may meet as scheduled at the professor's discretion, in accordance with the attendance standards of the American Bar Association. Subject to the approval of the Dean's Office, enrollment in a seminar shall not exceed seventeen students. A student using the seminar to satisfy the upper-class writing requirement must declare to the professor in writing his or her intention to do so within ten days of the beginning of a semester. A student may enroll in no more than two seminars during his or her law school career without permission from the Associate Dean for Academic Affairs. Additional rules and regulations promulgated by individual professors should be anticipated.

7293 Sentencing and Correctional Law

3 hours

An examination of criminal processes after an adjudication of guilt. Areas of inquiry will include the law, theory, and practice of sentencing; habeas corpus and other post-conviction remedies (not including direct appeals); and the institutions of the adult criminal justice system (corrections, probation, parole, executive clemency). To the extent time permits, we may also examine the role and rights of victims of crime in the criminal justice system. The course will focus particularly on the constitutional rights which do or do not attach at various points in the correctional process, as well as both the scope and the limitations of judicial review available to prisoners and others within the criminal justice system.

5052 Sports Law**2 hours**

An Introduction to the legal aspects of professional and amateur sports including regulation of college, professional and international athletics, labor relations, antitrust regulation, contracts and intellectual property. The course will also consider agent regulation, gender and racial equality, and health/safety/risk management issues.

8023 State and Local Government**3 hours**

The institutional setting, organization power, and legal doctrines of state and local government. This course explores government; intergovernmental relations; the impact of federal policy upon local activities; the interplay of state and local policies; the enforcement of regulatory measures; labor management relations in public service; financing the local government; public expenditures and contracts; governmental control of land development; and governmental tort immunity and liability. Offered every other year.

6611 Strategies for Success on the MPT**1 hour**

An introduction to the Multistate Performance Test (MPT) and a review of fundamental writing skills designed to help students succeed on the MPT. The MPT consists of two 90 minute questions that require students to review a task memo, a fact file, and a library of the relevant law in order to produce a written work product, such as a brief, letter, or memo. The course will provide students with specific strategies for approaching the MPT and offer multiple opportunities to complete the actual MPT practice questions.

6762 or 6763 Street Law**2 or 3 hours**

The course is designed for law students teach high school students about law that is practical and relevant to their lives, including basic concepts about the Rule of Law, lawmaking, the court system, criminal law, criminal procedure, consumer law, and constitutional law. This goal of the course are to: 1) serve as a review for third-year students on certain subjects tested on the bar exam; 2) develop a recruiting pipeline to law school for underserved populations; 3) empower high school students to be active, engaged citizens with the knowledge and skills they need to participate in and contribute to their communities; and 4) develop a habit in law students of pro bono service to the community.

9091 Supervised Paper**1 hour**

Permits students to perform research in a specialized field under the supervision of a full-time law faculty member. This course may be taken only by students who have completed at least 43 hours during residence at OCU. A student may not enroll in this course in the summer term. A student may not enroll in this course more than once per semester. A student may not enroll in this course and Course No. 9092, Directed Research, during the same semester. This course is graded on a credit (Cr), no-credit (NC), or credit with honors (CrH) basis. In order to successfully complete this course, a student must write a substantial paper that (1) seeks to make a significant contribution to the understanding of a topic which is sufficiently novel, important or interesting to be suitable

for scholarly analysis in a law journal, (2) reflects research of sufficient substance to provide a reader familiar with the issue or field with valuable knowledge and insights, (3) reveals substantial analysis of the material and issues presented, (4) is presented in a clear and finished manner, (5) consists of not fewer than 6,000 words, exclusive of footnotes and endnotes; and (6) presents footnotes that conform to the most recent edition of *A Uniform System of Citation*. Satisfactory completion of this course fulfills the upper-class writing requirement, if the instructor so certifies.

9433 or 9334 Taxation of Business Entities

3 or 4 hours

The income tax consequences of doing business in corporate, partnership, or limited liability company form. Emphasis is given to the tax consequences of formation of the entity, transfers of property between an entity and owners of the entity, and dissolution of the entity. Advantages and disadvantages of each form of doing business are considered. *Prerequisite:* Income Tax Law.

6672 Taxation of Charities and Non-Profits

2 hours

This course introduces the regulation of nonprofit organizations from both the federal tax and state fiduciary regulatory standpoints. Students consider the major aspects of nonprofit regulation, including substantive law and the major public controversies over the proper role of tax-exempt nonprofit organizations emerging today. Offered every other year.

6452 or 6453 Texas Civil Procedure

2 or 3 hours

Texas civil practice with emphasis on those areas where it differs most significantly from Federal civil procedure, especially pleading, interim relief, Texas trial court jurisdiction and venue, joinder, discovery, summary judgment, right to a jury trial, trial procedure and verdicts, instructed verdicts, and post-trial motions. *Prerequisites:* Civil Procedure I and II or permission of the course instructor.

6443 Texas Criminal Procedure

3 hours

A study of Texas criminal procedure and the rules of evidence that govern criminal trials. Coverage includes all of the major stages of a criminal prosecution from arrest to the appeal.

6481 Texas Legal Research for Practice

1 hour

This course is intended to build upon the research skills acquired in first year Legal Research and Writing, to develop legal information literacy, and to deepen a student's knowledge in the area of practice-related Texas legal research. During each week of the course, you will review and strengthen your knowledge of basic Texas research materials and explore important legal research skills that are essential for practicing law in Texas. This practice-focused legal research course will also explore databases and materials available to a Texas attorney through either Texas bar membership or the technology available in the courtrooms in Texas.

6472 Texas Marital Property Law**2 hours**

The law governing the property of married persons in Texas, including matters of characterization (as community property or separate property), claims between spouses, management and liability of property during the marriage, devolution of property upon death of one spouse, and division of property upon divorce.

7504 Torts**4 hours**

Analysis of the legal principles underlying civil liability for injuries to persons and property. Topics covered include negligence, traditional strict liability, and selected topics in intentional torts.

9074 Trial Practice**4 hours**

Practical application of the rules of civil and criminal procedure and the law of evidence in the trial setting. Pleading, preparation, proof, and persuasion are stressed. *Prerequisites:* Evidence and Civil Practice and Procedure I.

7212 Tribal Law**2 hours**

A study of the laws of tribal governments throughout Oklahoma and the United States. The course will focus on issues of self-government among federally-recognized tribal governments, including government structures, tribal constitutions, tribal codes and tribal court jurisprudence. The course will also examine how tribal laws interplay with Federal Indian Law and State exercises of authority in Indian Country.

2044 Wills, Trusts, and Estates**4 hours**

An introduction to wills, trusts, and estates. The course covers such topics as formation and execution of wills, competency, will contests, intestacy, protection for spouse and children, nonprobate transfers, construction of wills, trusts, and charitable trusts. The course includes interviewing clients and drafting wills and trusts. This course was formerly known as Wills, Trusts, and Estates Survey and replaces Wills, Trusts, and Estates I and Wills, Trusts, and Estates II, which have been discontinued.

8883 Wrongful Convictions**3 hours**

A study of the substantive causes of wrongful convictions, the procedural mechanisms for the litigation of actual innocence claims, state and federal post-conviction remedies, the methodology used to investigate and develop claims of actual innocence, and the ethical issues confronting prosecutors and criminal defense lawyers. During the course of the semester, students will review actual cases of wrongful convictions and the processes necessary for exoneration. Each student prepares a Case Assessment. Enrollment limited to 16. *Prerequisite:* Criminal Procedure which may also be taken concurrently. Evidence is desirable but is not a prerequisite.

J.D./M.A. PAIRED DEGREES PROGRAM IN LAW AND NONPROFIT ORGANIZATIONS AND LEADERSHIP

The School of Law, in conjunction with Oklahoma City University's Petree College of Arts and Sciences (PCAS), offers a JD/MA paired degrees program designed to provide a meaningful combined experience for students with an interest in law and nonprofit organizations. The program culminates in the award of both the Juris Doctor degree and the Master of Arts degree in Applied Sociology – Nonprofit Leadership. The paired degrees program allows candidates to earn the JD and MA degrees in less time than would be required if each degree were earned outside of the program.

To participate in the program, students must be admitted to both schools. All of the usual entrance requirements apply. There is no required sequence for admission: students may apply and matriculate at either school first.

Students admitted to the School of Law for the following August who would like to be considered for the paired degree program should notify the law school's admissions office. Their law school application file will then be forwarded to the university's Graduate Admissions Office for possible admission to the PCAS' master of arts degree program in applied sociology – nonprofit leadership.

Current law students may apply to the PCAS at any time during the first two years of law school. Full-time law students may not begin their MA coursework before the fourth semester of law school. Part-time law students may not begin their MA coursework before the sixth semester of law school.

A PCAS student must begin law studies in the first August following his or her admission to the JD program and complete the first three semesters of the JD program without interruption.

Students who have been admitted to both the university's JD program and the university's MA program in applied sociology – nonprofit leadership should notify the School of Law's Registrar in order to receive the benefit of the program's reduced number of credit hours for the JD degree. Students may do this by checking the appropriate box on their work statements during an enrollment period.

Participants must complete 84 credit hours in the School of Law and 30 credit hours in the PCAS. This compares with 90 hours required in the School of Law and 36 hours required in the PCAS if the degrees were pursued outside of the program.

Participants who are enrolled as full-time students in the School of Law must complete their first three semesters of law school without interruption. Participants who are enrolled as part-time students in the School of Law must complete their first six semesters of law school without interruption, although it is possible to begin the MA coursework during the sixth semester.

In the School of Law, participants must complete Nonprofit Organizations, Taxation of Charities and Non-Profit Organizations, and the Corporate Counsel Externship² program (with a placement in a nonprofit setting). Participants are encouraged (but not required) to complete Agency and Unincorporated Business Associations, Contract Drafting, and Client Representation in Negotiation and are also encouraged (but not required) to complete their upper-class writing requirement through a seminar paper dealing with nonprofit organizations. In the PCAS, participants are exempt from taking Nonprofit Law and Professional Project and Capstone.

One Suggested Sequence of Courses for the Paired Degrees Candidate

The following example is for the candidate who was a full-time JD candidate for the first three semesters of law school.

Fourth Semester of Law School with a spring start for the MA degree:

MA: Nonprofit Financial Oversight (first half of semester)
MA: Strategic Planning and Program Development (second half of semester)
JD: Constitutional Law II (3 credit hours)
JD: Six or seven hours of JD electives (including graduation requirements)
Total credit hours: 15 or 16, depending on the JD electives chosen

The Following Summer Term:

MA: Research Data for Nonprofits (first half of summer term)
MA: Marketing for Nonprofits (second half of the summer term)
Total credit hours: 6

Fifth Semester of Law School (fall semester):

MA: Leadership I (first half of the semester)
MA: Leadership II (second half of the semester)
JD: nine or ten hours of JD electives (including graduation requirements)
Total credit hours: 15 or 16, depending on the JD electives chosen

Sixth Semester of Law School (spring semester):

MA: Advocacy for Social Change (second half of the semester)
JD: Corporate Counsel Externship, with a placement in the nonprofit sector
JD: Seminar with a paper satisfying the Upper-Class Writing Requirement on a topic dealing with nonprofit organizations
JD: eight or nine hours of additional JD electives (including graduation requirements)
Total credit hours: 15 or 16, depending on the JD electives chosen

The Following Summer Term:

² If the externship is taken during the Summer, the student may satisfy this requirement with the Litigation Practice Externship with a placement in a not-for-profit setting.

MA: Nonprofit Program Evaluation (first half of summer term)

Total credit hours: 3

Seventh Semester of Law School (fall semester):

MA: Sociological Foundations of Nonprofits (first half of the semester)

MA: Resource Mobilization and Development (second half of the semester)

JD: remaining coursework for the JD degree (7 to 10 hours, depending on previous JD course loads)

Total credit hours: 13 to 16, depending on previous JD course loads

Note: A candidate pursuing full-time studies may take up to four calendar years to complete the JD degree.

J.D./M.B.A. PAIRED DEGREES PROGRAM

The School of Law, in conjunction with Oklahoma City University's Meinders School of Business (MSB), offers a JD/MBA paired degrees program designed to provide a meaningful combined experience for students with an interest in law and business. The paired degrees program allows candidates to earn the JD and MBA degrees in less time than would be required if each degree was earned outside of the program.

To participate in this program, students must be admitted to both schools. All the usual entrance requirements apply. There is no required sequence for admission: students may apply and matriculate at either school first.

Law students may apply to the MSB at any time prior to the completion of their fifth semester of law school (if the student has taken summer classes, a summer semester counts as one-half of a semester). MSB students may apply to the School of Law at any time prior to completion of 12 credit hours of work in the MSB. An MSB student must begin law studies in the first August following his or her decision to pursue the paired degrees program.

Students who have been admitted to both the university's JD program and the university's MBA program must notify the School of Law's Registrar's Office in order to receive the benefit of the program's reduced number of credit hours for the JD degree. The student may notify the Law Registrar's Office by checking the appropriate box on his or her work statements.

Participants must satisfy all MSB prerequisites (foundation courses) prior to beginning graduate work in the MSB. Completion of those requirements may be by prior academic credit, course work, or waiver by the MSB Dean. Further information on the MSB prerequisites may be found at the MSB web site, located at <http://www.okcu.edu/business/>.

Participants must complete 84 credit hours in the School of Law and 30 credit hours in the MSB (over and above any foundation courses required for the MSB). This compares with 90 hours normally required in the School of Law and 36 hours typically required in the MSB if the degrees are pursued outside of the program. Participants who are enrolled as full-time students in the School of Law must complete their first two semesters of law school without interruption. Participants who are enrolled as part-time students in the School of Law must complete their first four semesters of law school without interruption. In the School of Law, participants must complete all of the regular required courses, as well as Income Tax Law, Agency and Unincorporated Business Associations, and Secured Transactions. In the MSB, participants are exempt from taking Legal Environment and International Transactions and Business Ethics in the MBA generalist track.

For further information on admission to the MSB, call the Office of Admissions at (800) 633-7242 or (405) 208-5050, e-mail admissions@okcu.edu, or visit its web site at <http://www.okcu.edu/business/>.

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J.D. AND M.P.A. PAIRED DEGREES PROGRAM IN LAW AND PUBLIC ADMINISTRATION

Oklahoma City University School of Law and the University of Central Oklahoma offer a paired degrees program designed to provide a meaningful combined experience for students intent on a career in law and public administration. The program culminates in the award of both the Juris Doctor degree and the Master of Public Administration degree. The paired degrees program allows candidates to earn the JD and MPA degrees in less time than would be required if the degrees were earned outside of the program.

To participate in the program, students must be admitted to the School of Law, to UCO, to the UCO Jackson College of Graduate Studies, and to the UCO MPA degree program. All of the usual entrance requirements apply. There is no required sequence for admission: students may apply and matriculate at either institution first. Individuals who have already completed one of the degrees at the time of application are not eligible to participate in the program, but are welcome to pursue the other degree outside of the program.

Current law students may apply to UCO at any time during the first two years of law school. Full-time law students may not begin their MPA coursework before the third semester of law school. Part-time law students may not begin their MPA coursework before the fifth semester of law school. Law students must complete the fixed required courses for the JD degree as scheduled.

A UCO MPA student may apply to the School of Law at any time but must begin law studies in the first August following his or her admission to the JD program and complete the first three semesters of the JD program without interruption, if a full-time student, or the first five semesters of the JD program without interruption, if a part-time student. During those periods, the student is free to enroll in summer term coursework at either or both institutions. The full-time student is free to mix JD courses and MPA courses during the third semester of the JD program, as long as the student completes the fixed required courses for the JD degree as scheduled. The part-time student is free to mix JD courses and MPA courses during the fifth semester of the JD program, as long as the student completes the fixed required courses for the JD degree as scheduled. The UCO MPA student is free to take approved JD courses in the School of Law at any time.

Students who have been admitted to both degree programs should notify the School of Law's Registrar, the UCO Jackson College of Graduate Studies, and the UCO MPA program. Students may notify the School of Law's Registrar by checking the appropriate box on their work statements during an enrollment period.

Participants may transfer six credit hours of their JD coursework to UCO for credit toward the MPA degree's required 36 credit hours. Only credit hours from UCO's list of accepted JD courses will transfer for this purpose. Participants who complete UCO's MPA degree need to complete only 84 credit hours in the School of Law, including the six credit hours transferred to UCO, to earn the JD degree. Thus, participants may earn both degrees with the completion of 114 credit hours, rather than the usual 126 credit hours.

In the School of Law, participants must complete Administrative Law, Legislation, and the Government Practice Externship program. Candidates are encouraged (but not required) to complete their upper-class writing requirement through a seminar paper dealing with law and public administration.

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OKLAHOMA CITY UNIVERSITY SCHOOL OF LAW

2019 STUDENT CONDUCT CODE

Approved by the Faculty, December 6, 2019

Preamble

The Student Conduct Code (“Code”) is essentially an organized delegation of authority from the President of the University and the Dean of the School of Law. As such it is binding on all students, faculty, and staff. Law students will be subject to the procedures of this Code, not the University's Student Conduct Board Hearing Procedures, in any controversy governed by this Code.

A student code of conduct is seldom necessary in a law school. Legal education and a person's general moral development are normally sufficient protection for the ethical values embraced in such codes. But a law school also needs a professional atmosphere where a student's ethical responsibilities are reasonably clear and the procedures for the protection of the profession and the individual are fair.

Each student is expected to read and comply with the Code. It is an effort to achieve the professionalism necessary for the School of Law. Each of us bears individual responsibility for its success.

STUDENT CONDUCT CODE

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Article 1. Obligation of the Law Student

- 1.01** A law student is required to assist in maintaining the integrity, competence, and purpose of the law school, and to conduct himself or herself in a manner consistent with the ethics of the legal profession and the academic community.

Article 2. Violations of the Obligation

- 2.01** The following misconduct on the part of a law student is a violation of his or her obligations under the Code and shall be a cause for disciplinary action against the law student:

- a. Violating any rule, regulation, or order of the law school duly promulgated by the Faculty, Dean, Associate, or Assistant Deans of the School of Law.
- b. Violating any duly promulgated rule, regulation, or order of the University.
- c. Disrupting the normal and orderly administration or operation of the School of Law or other University activity or function.
- d. Giving or securing any information about an examination except as authorized by the examining professor.
- e. Processing, consulting, or copying from books, papers or notes of any kind during an examination except as authorized by the examining professor.
- f. Failing to stop writing an examination when, to the student's knowledge, the time allotted for writing the examination has elapsed.
- g. Hiding, mutilating, or destroying any materials of the library or removing any materials from the library except as authorized.
- h. Submitting plagiarized work in an academic pursuit. This conduct consists of the appropriation of the literary composition or other creative work of another, or part of passages thereof, or ideas of the same, and passing them off as the product of one's own mind.
- i. Forging or altering University documents or instruments, or failing to be truthful in statements to University or School of Law personnel concerning University or School of Law matters.
- j. Manipulating School of Law attendance records through roll sheet or otherwise.
- k. Copying or sharing the work or answers of another in connection with an exam, quiz, or project.
- l. Failing, after witnessing another law student violate the provisions of this Code, to seasonably report the violation to the Associate Dean for Academic Affairs for the School of Law
- m. Committing a criminal, fraudulent, or other act that reflects adversely on the law student's honesty, trustworthiness, or moral and ethical fitness to be a lawyer or a law student.
- n. Committing a criminal, fraudulent, or other act against a member of the School of Law or University community.
- o. Refusing to testify at any proceeding under the Code, other than one in which he or she is the accused, as to the facts within his or her knowledge,

provided that no person shall be compelled to bear witness against himself or herself.

p. Acting contrary to accepted principles of honesty in any academic pursuit.

2.02 No statement can exhaust the possible application of a law student's obligation to conduct himself or herself in a manner consistent with this Code. Thus the enumeration of misconduct in Section 2.01 is by way of illustration and not limitation. Any conduct in violation of a law student's obligations under this Code shall constitute cause for disciplinary action in Section 2.01.

2.03 Conduct of law students living in university-controlled housing shall be subject to the standards, lease provisions, and remedial procedures promulgated by the university's Dean of Students. Disciplinary action provided by the Code shall be invoked as to a law student's conduct in university-controlled housing only insofar as such conduct shall constitute misconduct under Section 2.01 and 2.02.

Article 3. Disciplinary Proceedings

3.01 Any person may file a written report concerning any student in the School of Law for conduct prohibited by the Code. The report shall be filed with the Associate Dean for Academic Affairs of the School of Law. If the Associate Dean for Academic Affairs has personally witnessed the conduct in question, the Associate Dean for Academic Affairs may personally file a written report and proceed to notification of the Prosecutor and Dean as described in Section 3.02.

3.02 Within ten (10) calendar days of receiving the written report, the Associate Dean for Academic Affairs shall forward a copy of the written report to (1) the Prosecutor of the Disciplinary Tribunal (the Prosecutor is a faculty member of the School of Law appointed by the Dean each year); and (2) the Dean of the School of Law.

3.03 In addition, within ten (10) calendar days of receiving the written report, the Associate Dean for Academic Affairs shall also notify the accused student that a written report has been received and has been forwarded to the Prosecutor and the Dean. However, a copy of the written report shall not be sent to the accused student.

3.04 If, after receiving notice of the written report against a law student, the Dean determines that extraordinary circumstances exist, the Dean may suspend the student pending consideration of the case. By way of illustration and not limitation, examples of extraordinary circumstances include situations where the continued presence of the student constitutes a physical danger to the School of Law or university community or where a law student creates disruption in the educational process of the School of Law. Nothing in this paragraph prevents the Dean or appropriate University officials from suspending a student under the Dean's or appropriate University officials' inherent authority.

3.05 Upon the receipt of the copy of the written report from the Associate Dean for Academic Affairs, the Prosecutor has thirty (30) calendar days to make such

investigation of the matter as he or she deems necessary, unless additional time is secured from the Disciplinary Tribunal, and either dismiss the report or initiate a formal disciplinary complaint.

- 3.06** The Prosecutor shall advise all students interviewed in connection with any investigation that: (A) the student may remain silent; (B) the student may terminate the interview at any time; (C) the student may postpone the interview until he or she has had a reasonable time to consult counsel; (D) anything the student says may be used as evidence against him or her; and (E) the investigation is a confidential matter and should not be discussed. The Prosecutor shall give all students interviewed in connection with any investigation a copy of this code.
- 3.07** All investigations and disciplinary proceedings conducted pursuant to the provisions of this Code shall be conducted as confidentially as possible, except as otherwise specified in 5.04 and 9.05. If reasonably practicable, the identity of the person filing the written report shall be kept confidential from the accused student, until such time as it may become necessary to reveal it under the circumstances of the case.
- 3.08** Upon completing the investigation, if the Prosecutor concludes there is not sufficient evidence to support the allegation of misconduct, the Prosecutor shall cause the matter to be dismissed by giving written notices to accused student, Associate Dean for Academic Affairs, and the Dean.
- 3.09** Upon completing the investigation, if the Prosecutor concludes that there is substantial evidence to support the allegation of misconduct, the Prosecutor shall draft a Complaint, which will initiate formal disciplinary proceedings. The Complaint shall state in plain language with reasonable particularity the date(s), place(s), and act(s) complained of and shall identify, pursuant to Article 2, the section(s) of code allegedly violated.

Article 4. Procedural Requirements in the Event Formal Disciplinary Proceedings are Initiated

- 4.01** If the Prosecutor initiates formal disciplinary proceedings in accordance with Section 3.09, the Prosecutor shall deliver by e-mail a copy of the Complaint, a notice of the institution of proceedings, and a copy of this Code, to the accused student. Copies of the Complaint shall also be delivered to the Chairperson of the Disciplinary Tribunal, the Dean, and the Associate Dean for Academic Affairs.
- 4.02** If the student wishes to deny the Complaint, then within ten (10) calendar days after the delivery of the Complaint to the student as provided in 4.01 above, the student shall respond with a written answer to the complaint via e-mail to the Chairperson of the Disciplinary Tribunal, the Prosecutor, the Associate Dean for Academic Affairs, and the Dean.

- 4.02(A)** Within five (5) calendar days after the receipt of the accused student's response (after delivery of the Complaint), the Chairperson of the Disciplinary Tribunal shall set a time for the hearing, which shall be fixed not more than thirty (30) calendar days later, unless an extension is granted by the Chairperson. Notice of the scheduled hearing shall be sent by email to the accused, the Associate Dean for Academic Affairs and the Dean.
- 4.03** If the accused student fails to respond within five (5) school days to the charges contained in the complaint, the Chairperson of the Disciplinary Tribunal shall set a time for the hearing, which shall be fixed not more than thirty (30) calendar days later, unless an extension is granted by the Chairperson. The proceedings will continue as if the student had admitted the charges. The student or his or her representative will still have the right to appear at any hearing duly convened by the Chairperson of the Disciplinary Tribunal, but may not present evidence denying the factual allegations in the Complaint. Notice of the scheduled hearing shall be sent by email to the accused, the Associate Dean for Academic Affairs and the Dean.
- 4.05** If the student or his or her representative fails to appear at a hearing duly convened by the Chairperson of the Disciplinary Tribunal pursuant to the procedures set forth in this Code, the Disciplinary Tribunal shall thereupon proceed to enter its judgment of the accused and assess punishment if appropriate, all as if the accused were present.
- 4.06** The withdrawal of an accused student from law school subsequent to the date that the Complaint is delivered to the student shall not terminate the jurisdiction of the Disciplinary Tribunal in the case, and the Tribunal is expressly authorized to conduct all further disciplinary proceedings specified in this Code.
- 4.07** In the event that the accused student informs the Prosecutor in writing that he or she wishes to admit the charges set forth in the complaint and waives any applicable rules of the Code concerning the setting of hearings, the Chairperson of the Disciplinary Tribunal may, after consultation with the student and the Prosecutor, convene the Disciplinary Tribunal. The purpose of the hearing will be to accept the student's admission of the charges and to determine appropriate discipline pursuant to Article 5 of the Code.
- 4.08** The Prosecutor may, in appropriate circumstances, enter into plea negotiations with the accused student. If a plea negotiation agreement is reached between the Prosecutor and the accused student, and approved by the Disciplinary Tribunal, the Tribunal shall effectuate the terms of the plea negotiation and assess the punishment specified therein.
- 4.09** After the initiation of formal disciplinary proceedings and prior to the hearing specified herein, the Chairperson of the Disciplinary Tribunal shall assure that the

Prosecutor reasonably provides to the accused student all information on the guilt or innocence of the accused within the possession or knowledge of the Prosecutor.

- 4.10** At any stage of the formal disciplinary proceedings, the Prosecutor retains the right to dismiss the complaint for lack of evidence, subject to the consent of the Chairperson of the Disciplinary Tribunal.

Article 5. Conduct of Hearings

- 5.01** The Chairperson of the Disciplinary Tribunal shall preside at the hearings and shall state at the commencement thereof: (1) the scope of the hearings, the charge, the identity of the accuser, and the jurisdiction of the Tribunal, (2) the procedure to be followed, (3) the possible penalties to be imposed should a violation of the Code be proven, and (4) the rights of the accused student following trial.
- 5.02** The accused student has the right not to testify at the hearing before the Disciplinary Tribunal.
- 5.03** All hearings shall be conducted in such a manner as to do substantial justice and shall not be unduly restricted by the rules of procedure or evidence. The Prosecutor must persuade the Disciplinary Tribunal by a preponderance of the evidence.
- 5.04** All hearings shall be private unless the student by written request delivered to the Chairperson five (5) calendar days before the hearing, requests that the hearing be public.
- 5.05** The accused student may be represented by a person of his or her choice. If the accused student desires representation, it is the sole responsibility of the student to obtain the same. This Code in no manner creates an obligation on the Disciplinary Tribunal, the Dean, or the law school to provide appointed representation for the accused or to provide compensation to the accused's representative.
- 5.06** All law school faculty, students, and employees shall appear as witnesses and shall produce physical or documentary evidence in their possession, or under their control, before the Disciplinary Tribunal, upon written request signed by the Chairperson and delivered to the prospective witness or his or her department head at least three (3) calendar days before the hearing. The Chairperson shall issue such requests upon the written petition of the Associate Dean for Academic Affairs, the Prosecutor, or the accused. The Chairperson may refuse to issue said requests if he or she determines the evidence sought is confidential or privileged under the University or School of Law rules or regulations. The Chairperson may amend, modify, or rescind such requests, if, after it is issued, he or she determines that the evidence sought is confidential or privileged under University or School of Law rules or regulations.

- 5.07** All members of the Disciplinary Tribunal must be present at any hearing, and any conviction shall require at least a two-thirds vote.
- 5.08** Upon admission of the charge by the accused or conviction thereon, the Disciplinary Tribunal shall determine the appropriate disciplinary sanctions pursuant to Article 6. The student may present evidence in mitigation. A brief written opinion stating the tribunal's decision, its basis and judgment shall be prepared.
- 5.09** In the event that the Disciplinary Tribunal hearing results in dismissal of all charges, the Chair of the Disciplinary Tribunal shall indicate the dismissal in a memo to the office of the Dean and to the accused student's file.
- 5.10** All Disciplinary Tribunal hearings shall be recorded. After the Disciplinary Tribunal has rendered a decision in a case, its opinion, all records and other documents pertaining to that case shall be delivered to the Office of the Dean.
- 5.11** In the event that the hearing results in a conviction, the Chairperson, in addition to announcing the decision of the Tribunal and the disciplinary sanctions imposed, shall also advise the convicted student of his/her right to review pursuant to Article 7 of this Code.
- 5.12** The Disciplinary Tribunal may adopt any further rules or make any further regulations necessary for a fair and impartial hearing that are not inconsistent with the provisions of this Code.

Article 6. Discipline

- 6.01** An act of misconduct may result in the imposition of any one or a combination of the following disciplinary measures:
- a. Unwritten warning by the Dean or Associate Dean.
 - b. Written reprimand.
 - c. Probation.
 - d. Suspension.
 - e. Withdrawal of the University or law school privilege relating to the misconduct, including but not limited to termination of membership in a student organization.
 - f. A monetary assessment for any damages to property.
 - g. Dismissal.

h. Granting the student an “F” or other appropriate grade in the course in question.

6.02 All discipline shall bear reasonable relationship to the severity of the misconduct, except that an offending student's record of prior misconduct or the absence thereof, may be taken into account.

6.03 All discipline shall be executed by the Office of the Dean, and shall be recorded in the student's official records.

Article 7. Review by Faculty

7.01 A written petition for review may be filed with the faculty by the accused from a final judgment of conviction and assessment of discipline by the Disciplinary Tribunal. The Chairman of the Disciplinary Tribunal shall circulate the Complaint, the student's answer, any Orders and Opinions issued by the Disciplinary Tribunal, and the student's petition by email and without comment to the full-time faculty eligible to vote on general matters or to the Faculty Appeals Panel, and solicit votes on the petition for review.

7.02 Written notice of intent to file a petition for review must be filed with the Chairperson of the Disciplinary Tribunal within five (5) calendar days from the date of written judgment. Such notice shall stay execution of the judgment until the review is denied, abandoned, or decided on the merits.

7.03 The petition for review shall enumerate with particularity the grounds for review, which shall be limited to a showing by petitioner of substantial error, bias, or a miscarriage of justice occurring at the Disciplinary Tribunal. The petition for review must be filed with the Associate Dean within ten (10) calendar days from the date of written judgment. In the event review is granted by the faculty or the Faculty Appeals Panel (as defined in Section 8.01) under Section 7.01, the Prosecutor shall have ten (10) calendar days from the date that the petition has been granted in which to file a written answer. The date of judgment is defined as the date of the written opinion of the Disciplinary Tribunal as described in Section 5.08.

7.04 If the petition is filed during the time period commencing with the first day of class for the fall semester and ending with the last day of class for the spring semester, the petition for review will be granted upon a favorable vote of 45 percent of the full-time faculty, in the absence of which the decision of the Disciplinary Tribunal will be final. If the petition for review is filed at any other time, the petition shall be reviewed by the Faculty Appeals Panel. The petition for review will be granted upon a favorable vote of 75 percent of the Faculty Appeals Panel, in the absence of which the decision of the Disciplinary Tribunal will be final.

- 7.05** If review is granted, the Dean shall set a hearing date for the faculty to review the case. The hearing shall be set within a reasonable time after the Prosecutor's answer to the petition has been filed. In the absence of the Dean, the hearing shall be chaired by the most senior faculty member present.
- 7.06** The review hearing shall not be a trial *de novo*. The faculty shall review the complaint, the recorded record of the hearing together with all physical or documentary evidence presented at the hearing, the written opinion stating the judgment of the Disciplinary Tribunal, the petition for review, and the answer of the Prosecutor.
- 7.07** Upon a finding of substantial error, bias, or a miscarriage of justice, the faculty may (A) affirm the findings but reduce the punishment, (B) reverse and remand the judgment for reconsideration by the Disciplinary Tribunal, or (C) reverse the judgment and dismiss the complaint with prejudice to further prosecution. In all other cases, the faculty shall affirm the findings and discipline imposed.
- 7.08** Participating members of the Disciplinary Tribunal, the Prosecutor, the Associate Dean, complaining faculty members, and witnesses may not participate in the hearing, nor may they vote. Faculty action under these proceedings requires a majority vote of those faculty members in attendance at the hearing who are eligible to participate. All voting faculty members, other than those specified in this section, shall be entitled to attend the hearing and vote.
- 7.09** A brief written statement of the decision of the faculty will be furnished by the person who chaired the hearing to the student, the Prosecutor, the Associate Dean, and the Dean, within three (3) calendar days of the date of the hearing.
- 7.10** Failure by the accused student to comply with the review procedures set forth herein shall constitute waiver of the review right.
- 7.11** After final review by the faculty of the School of Law, a student who has been disciplined under the provisions of this Code has a right to appeal to the President of the University for a review of the sentence imposed. The procedure shall be as established by the President.

Article 8. Appointments

- 8.01** The Disciplinary Tribunal shall consist of three persons who shall serve for terms of one year, commencing May 1 and ending April 30 of the succeeding year. The appointment of the members of the Disciplinary Tribunal shall be as follows:

One member of the Student Bar Association and one alternate, to be selected by the Student Bar Association's Executive Board; two members of the Faculty to be selected, and one of them appointed Chairperson, by the Dean.

In the event that a Tribunal member is disqualified from hearing a case because of involvement, intent, bias, prejudice, or any other reason, or is otherwise unable to serve, a temporary appointment shall be made by the Dean.

- 8.02** The Faculty Appeals Panel shall consist of four full-time faculty members appointed by the Dean who shall serve for one term appointments, with the term commencing the last day of classes for the spring semester and ending the first day of classes for the fall semester. In the event that a Panel member is disqualified from hearing a petition for review because of involvement in the case, intent, bias, prejudice, or any other reason, a temporary appointment shall be made by the Dean.
- 8.03** The Prosecutor shall be a full-time faculty member appointed by the Dean. The Prosecutor shall be unknown to the student body. The Prosecutor shall serve for a term of one calendar year commencing with the first day of class in the fall semester and terminating the first day of class in the subsequent fall semester. In the event that the Prosecutor may be a complaining or material witness concerning a charge of student misconduct, or for any other reason cannot perform his or her function under the Code, the Dean shall appoint a full-time faculty member to serve until such time as the Prosecutor is able to fulfill his or her duties.

Article 9. Notice, Tolling, and Service

- 9.01** Any duly promulgated rule, regulation, or order of the law school, posted on the website of the School of Law shall serve as constructive notice to the student body within 48 hours of its posting.
- 9.02** In all cases where the Code charges a person with the responsibility for the delivery of complaints, notices, statements, judgments, or any other documents whatsoever, 1) the person making delivery thereof shall first make a reasonable attempt to serve the document in question personally upon the person entitled to receive it; and 2) shall cause delivery thereof by e-mail to the school e-mail address of the person as listed in law school files. However, if the student has withdrawn from the School of Law a certified letter duly posted to the most recent address of the person as listed in the School of Law's files will be used for delivery purposes. Upon completion of these measure(s) above, it shall conclusively be presumed required service by the Code. Service will be considered complete five (5) calendar days after the e-mail is sent or the posting of the certified letter as set forth above.
- 9.03** All time periods in this Code commence to run exclusive of the day of service, notice, or judgment.
- 9.04** All time periods in this Code shall be tolled during examination periods, school holidays, and vacations between academic terms of the law school. The summer session is considered an academic term.

- 9.05** Upon the completion of Formal Disciplinary Proceedings, the Office of the Dean shall make available a brief statement describing (1) the misconduct charged, (2) whether the matter was dismissed, or the accused student was found innocent of the misconduct, admitted the misconduct, or was found to have committed the offense charged, and (3) the disciplinary measures taken if any. This posting will also appear on the school electronic monitors for five (5) calendar days. The name of the accused student will be omitted from the statement unless the student exercises his or her option to have a public hearing thereon pursuant to Section 5.04. In the event the accused student requests a public hearing, his or her name will be included in the statement.

Article 10. Reserved Powers

- 10.01** Nothing in this Code shall be construed to denigrate the Statement of Policy, Basic Philosophy or the Judicial System of Oklahoma City University as set forth in the Handbook for Students.
- 10.02** Nothing in this Code shall be construed to limit the authority of a faculty member or a law school organization to deal with misconduct arising in the faculty member's class or organization. Such action shall not be the basis for a plea of double jeopardy by the student involved.

Article 11. Effective Date

- 11.01** This 2019 Revised Code shall become effective on the first day of the spring term of 2020.