MISSION AND 1.1—FUNCTIONS OF THE UNIVERSITIES

The broad functions of The University of Oklahoma, Cameron University and Rogers State University, as assigned by the Oklahoma State Regents for Higher Education, include:

FOR THE UNIVERSITY OF OKLAHOMA

a) Both lower- and upper-division undergraduate study in a number of fields leading to the bachelor’s or first professional degree;

b) Graduate study in several fields of advanced learning leading to the master’s degree;

c) Graduate study in selected fields leading toward the doctor’s doctoral degree;

d) Organized basic and applied research;

e) Statewide programs of continuing education extension study and public service;

f) Statewide programs designed to promote the economic development of Oklahoma; and

g) To the extent resources are available, to carry out limited programs and projects on a national and international scale.

FOR CAMERON UNIVERSITY AND ROGERS STATE UNIVERSITY

a) Both lower- and upper-division undergraduate study in a several fields leading to the bachelor’s degree;

b) A limited number of programs leading toward the first professional degree when appropriate to an institution’s strengths and the needs of the state;

c) Graduate study below the doctor’s doctoral level, primarily in teacher education but moving toward limited comprehensiveness in fields related to Oklahoma’s manpower needs;

d) Extension and public service responsibilities in the geographic regions in which they are located;

e) Responsibility for institutional and applied research in those areas related closely to their program assignments; and

f) Responsibility for regional programs of economic development.
1.2—BOARD OF REGENTS

1.2.1—ADMINISTRATION

As provided by law, the Board of Regents of The University of Oklahoma (hereafter "Board of Regents" or "Board," as the context permits) shall adopt such rules and regulations as it deems necessary to govern its proceedings and the conduct of its business. It shall annually elect a Chair, a Vice Chair, and an Executive Secretary, each of whom shall serve a term of one year and until a successor is elected and qualified, and who shall have such powers and duties as may be prescribed by the Board of Regents. The Executive Secretary of the Board, who need not be a member of the Board of Regents, shall keep a record of all transactions of the Board of Regents. The Board of Regents shall adopt an official seal. (O.S. 1991, Title 70, § 3304)

1.2.2—AGENDA FOR MEETINGS

The Chair of the Board of Regents will prepare and approve all items to be placed on the agenda for the Board of Regents' meetings, which authority may be delegated to the presidents of the universities and Executive Secretary of the Board of Regents for preliminary preparation. Other items requested by any three Regents will be placed on the agenda. (RM, 3-19-87, p. 19506; 1-16-89, p. 20835; 3-21-95, p. 24290)

1.2.3—EDUCATION PROGRAM

Unless otherwise prohibited by law, each person appointed on or after January 1, 1991, as a member of the Board of Regents for an institution or group of institutions within The Oklahoma State System of Higher Education shall be required to attend a minimum of fifteen (15) clock hours of continuing education during the first two (2) years of the term of office of the member. At least two of the fifteen hours must be in ethics. The continuing education requirement shall be governed by courses, which shall satisfy the continuing education requirement, shall be held within this State and shall be selected by the Oklahoma State Regents for Higher Education. The Attorney General shall advise the Oklahoma State Regents for Higher Education on the selection of continuing education courses.

It is the intent of the Oklahoma Legislature that the Oklahoma State Regents’ Education Program is mandated by state law. Failure by a member of the Board of Regents to satisfy the continuing education requirements of this section shall disqualify such member from being reappointed to the membership of the Board of Regents to which such a person is a member or from being appointed to the membership of any other Board of Regents of any institution or group of institutions within The Oklahoma State System of Higher Education.

The Oklahoma State Regents for Higher Education shall provide opportunities for regents to complete said continuing education at various locations within the State. At least half of said opportunities shall be scheduled outside of the major population centers. (O.S. 1991, Title 70, § 3228)
1.2.4—ESTABLISHMENT

a) The Board of Regents, provided for by Article XIII, Section 8 of the Section 8, Article XIII, Oklahoma Constitution, shall constitute a body corporate by the name of Regents of The University of Oklahoma and shall be the government of The University of Oklahoma, Cameron University, and Rogers State University. The Board Regents shall consist of seven members to be appointed by the Governor by and with the advice and consent of the Senate.

b) Appointments shall be to numbered positions on the Board of Regents.

c) No member of the Board of Regents shall be employed upon any work to be performed in connection with The University of Oklahoma, Cameron University, or Rogers State University, nor shall any member of said Board of Regents enter into any contract or business transaction involving a financial consideration with The University of Oklahoma, Cameron University, or Rogers State University.

d) Members of the Board of Regents shall be subject to removal from office as provided by law for the removal of elective officers not liable to impeachment.

e) Vacancies on the Board of Regents shall be filled by the Governor, for the unexpired term, by and with the advice and consent of the Senate.

f) Each member of the Board of Regents of The University of Oklahoma shall take and subscribe to the oaths required of State officials, as provided by law, generally. (O.S. Supp. 1999, Title 70, § 3302, 3303[a])

1.2.5—OFFICIAL COMMUNICATIONS

a) The proper channels through which recommendations concerning the policies and/or administration of its governed entities, as a whole or in any of its parts, should be communicated to the Legislature or other State officials are the Presidents of the Universities and the Board of Regents. Further, any official statement made on behalf of the Board of Regents to the public through the press or otherwise, shall be made only by the Chair of the Board of Regents; provided, the Presidents of the Universities or their designees may publicly explain prior Board of Regents action as deemed necessary and proper.

b) Nothing in the preceding subsection “a” is intended to or should be construed to abridge the rights and privileges of individual Regents to publicly express their personal opinions on any matter or to abridge constitutional rights of employees to comment on matters of public concern or to prohibit any other rights of communication established by law. (RM, 12-7-36, p. 661; 12-17-45, p. 1951; 3-9-49, p. 3054; 10-13-88, p. 20595; 3-21-95, p. 24290; 3-29-00, p. 26909)
1.2.6—POWERS AND DUTIES

The Board of Regents of The University of Oklahoma shall have the supervision, management, and control of The University of Oklahoma and all its integral parts, of Cameron University, and of Rogers State University and shall have the following additional powers and duties:

a) Adopt such rules and regulations as it deems necessary to govern The University of Oklahoma, Cameron University, and Rogers State University.

b) Employ and fix the compensation and duties of such personnel as it deems necessary, including architects, attorneys, engineers, and other professional and technical persons, for its operation and for the operation of The University of Oklahoma, Cameron University, and Rogers State University. Any of such personnel having custody of public funds or other public property may be required to furnish corporate surety bonds in such amounts as may be deemed necessary by the Board of Regents, payable to the State of Oklahoma and conditioned upon a faithful accounting of all such funds and property.

c) Enter into contracts, purchase supplies, material, and equipment, and incur such other expenses as may be necessary to make any of its powers effective.

d) Authorize officials of The University of Oklahoma, Cameron University, and Rogers State University to act in its behalf in the making of contracts or in carrying out the powers conferred upon it.

e) Receive and make disposition of moneys, grants, and property from Federal agencies, and administer the same in accordance with Federal requirements.

f) Accept gifts of real and personal property, money, and other things, and use or dispose of the same in accordance with the directions of the donors or grantors thereof.

g) Direct the disposition of all moneys appropriated by the Legislature or by the Congress or derived from the sale of bonds or received from any other source by The University of Oklahoma, Cameron University, and Rogers State University.

h) Acquire and take title to real and personal property in its name, on behalf of The University of Oklahoma or any agency thereof, and on behalf of Cameron University, and on behalf of Rogers State University and convey, exchange, or dispose of, or otherwise manage or control, such property in the interest of The University of Oklahoma or agency thereof, and Cameron University, and Rogers State University including the granting of leases, permits, easements, and licenses over or upon any such real property. The Board of Regents shall have the power to institute legal action in the name of the Board of Regents before any court having jurisdiction of such actions. The Board of Regents shall have the custody and control of abstracts of title
and instruments affecting the ownership of or title to real property belonging to the Board of Regents, and being held by the Board of Regents on behalf of The University of Oklahoma or any agency thereof and on behalf of Cameron University, and on behalf of Rogers State University.

i) Have supervision and charge of the construction of all buildings at The University of Oklahoma, Cameron University, and Rogers State University.

j) Determine the need for and cause to be constructed, residence halls and other buildings, on a self-liquidating basis, at The University of Oklahoma or any branch or facility thereof, at Cameron University, and at Rogers State University.

k) Establish and maintain plans for tenure and retirement of employees of the Board of Regents and of The University of Oklahoma, Cameron University, and Rogers State University, and for payment of deferred compensation of such employees; and provide health, dental, life, and accidental death and disability benefits for such employees and their dependents. The Board of Regents may pay for all or a part of the cost thereof for employees, with funds available for the operation of the institution. Amounts payable by an employee for such insurance or annuity contracts may, with the consent of the employee, be deducted from payroll.

l) Audit all accounts against the funds appropriated for the use and maintenance of The University of Oklahoma, Cameron University, and Rogers State University, and The State Treasurer shall issue his warrant for the amount of all accounts, including salaries and expenses of said Board of Regents, which shall have been audited and allowed by the Board of Regents and attested by the President and Secretary of The University of Oklahoma, the President of Cameron University, and the President of Rogers State University.

m) Provide penalties and forfeitures by way of damages and otherwise for the violation of rules and regulations of the Board of Regents, which may be sued for and collected in the name of the Board of Regents before any court having jurisdiction in such actions.

n) Do all things necessary and convenient to carry out the powers expressly granted to it by the Constitution and the laws of the State, or to make The University of Oklahoma, Cameron University, and Rogers State University effective for the purpose for which they are maintained and operated and the enumeration herein of certain powers and immunities of the Board of Regents of the University shall not be construed as in derogation or as a limitation of the powers and immunities properly belonging to the Board of Regents in the government of The University of Oklahoma, Cameron University, and Rogers State University by virtue of Article XIII of Section 8, Article XIII of the Oklahoma Constitution. (O.S. Supp. 1999, Title 70, § 3305)
1.2.7—TRAVEL EXPENSES

Members of the Board of Regents shall be allowed necessary travel expenses as may be approved by the Board of Regents and as are reasonably incurred in the discharge of their obligations on behalf of any governed entity and will be reimbursed in accordance with the applicable State Travel Reimbursement Act. (O.S. 1999, Title 70, § 3303[b]; RM, 3-21-95, p. 24290; 5-9-85, pp. 18382-3)
1.3—ACTING PRESIDENT

On occasion, the President of The University of Oklahoma, the President of Cameron University, and/or the President of Rogers State University, on account of official business, vacation, illness, or other unavoidable cause, are absent from their respective campuses. During such absences, it is essential that provision be made so that official business may proceed. Therefore, in the temporary absence of the president, the order of succession for The University of Oklahoma, Cameron University, and Rogers State University will be as follows:

**THE UNIVERSITY OF OKLAHOMA**

Senior Vice President & Provost, Norman Campus
Senior Vice President & Provost, Health Sciences Center
**Vice President & General Chief Legal Counsel**
Vice President, Administrative Affairs, NC
Vice President, Development
Vice President, Administrative Affairs, HSC
Vice President, Student Affairs

**CAMERON UNIVERSITY**

Provost

**Vice President for Business and Finance**

**ROGERS STATE UNIVERSITY**

Vice President, Academic Affairs
Vice President, Business Affairs

In the event any of the above named positions are filled by persons in an acting or interim capacity, the line of succession shall automatically be directed to the next position.

In the event any of the presidents of the universities shall resign, be incapacitated, be on an extended leave of absence, or otherwise be unable to perform the duties of President for a period in excess of 30 days, an Acting or Interim President shall be designated by the Board of Regents. The Acting or Interim President shall have all powers, duties, and responsibilities normally held by the Presidents of the universities. (RM, 2-8-79, pp. 15373-74; 3-21-95, p. 24290)
1.4—ADMINISTRATIVE SEARCH COMMITTEES

The selection of the presidents and other administrators is the responsibility of the Board of Regents and any process leading to that selection is the prerogative of the particular Board in office at the time the selection process is to be initiated. It is suggested that administrative search committees make nominations and recommendations concerning candidates and that the Presidents of the Universities and the Board of Regents be guided by them in most instances, but it is understood that the Presidents of the Universities and the Board of Regents shall not be bound by nor limited to nominations and recommendations of administrative search committees.

PRESIDENTS OF THE UNIVERSITIES

It is recommended that presidential search committees shall have representation by faculty, student(s), and staff. The Board of Regents would appoint these members from nominees selected by the official faculty, staff and student governance organizations on each campus, following organizations: for The University of Oklahoma—faculty members by the Norman Campus and Health Sciences Center Faculty Senates, student member(s) by The University of Oklahoma Student Association or the Health Sciences Center Student Association, and staff member(s) by the Staff Senate or the Employee Liaison Council; for Cameron University—faculty members by the Faculty Council, student member(s) by the Student Government Association and staff member(s) by Cameron University staff. Faculty members shall constitute a majority of those search committee members chosen from the faculty, staff and students.

There shall be twice as many nominees as there are positions. The Board of Regents shall may designate other members as deemed appropriate.

SENIOR VICE PRESIDENT AND PROVOSTS, VICE PRESIDENTS, AND VICE PROVOSTS

The senior executive search committee shall have faculty, student, and staff representation. The Presidents of the Universities shall appoint these members from nominees selected by the official faculty, staff, and student governance organizations on each campus, following organizations: faculty members, by the appropriate Faculty Senate or Faculty Council; student member(s), by The University of Oklahoma Student Association or the Health Sciences Center Student Association or the Cameron Student Government Association; and staff member(s), by the Staff Senate or the Employee Liaison Council or by Cameron University staff. There shall be twice as many nominees as there are positions. The Presidents of the Universities may designate other members as deemed appropriate; provided, designees from outside the Universities shall be subject to the approval of the Board of Regents.
DEANS

The Deans search committee shall have faculty, student, and staff representation. The procedure for selecting student and staff representation shall be as outlined above, in subsection “b.” Upon requesting nominations by faculty members, the Presidents of the Universities shall designate the number of positions to be filled from (1) the general faculty of the particular college or unit involved and (2) the University faculty at large. There shall be at least one position filled from the University faculty at large from nominations made by the Faculty Senate or Faculty Council, appropriate official faculty governance organization. In all cases, there shall be twice as many nominees as there are positions. The Presidents of the Universities shall make all appointments. (RM, 5-12-83, pp. 17493-95; 3-21-95, p. 24290; 3-29-00, p. 26909)
1.5—COMPLIANCE CERTIFICATION

The presidents of the universities or the presidents’ authorized designees may sign assurances of compliance with regulations of such Federal agencies as may be required.

(RM, 2-11-65, p. 8067, edited; amended 3-20-75, p. 13382; 3-21-95, p. 24290)
1.6—INTERIM OFFICERS

It is the policy of the Board of Regents to appoint At the time of appointment to the position of Interim President, Interim Senior Vice President and Provost, Interim Vice President, or Interim Academic Dean, at the Board of Regents will be stated whether or not the appointee is eligible to be a candidate for the permanent position. Persons who will not be candidates for the permanent positions. In the instance where the person appointed to an interim position is eligible to be a candidate, it shall be so stated at the time of their interim appointment. (RM, 1-20-86, p. 18820; 3-21-95, p. 24290)
5.5—ACADEMIC APPEALS BOARDS, NORMAN CAMPUS

In each college of the University, there shall be established an Academic Appeals Board (“Board”) consisting of an equal number of students and faculty. (1) Faculty members of the Board will be chosen by the faculty of the college for a term determined by the faculty. (2) Student members of the Board will be appointed for a term of one year by the dean of the college upon recommendations from the UOSA Student President.

Each Academic Appeals Board will hear cases in which the issue to be resolved is that of prejudiced or capricious evaluation, or alleged inability to speak the English language in to the extent necessary to adequately instruct students.

Except for those cases which arise in the College of Law, the following procedures shall apply. (For the procedures in the College of Law, contact the Office of the Dean.)

1. A Board will hear a case only after a student has notified an instructor of a dispute over an academic evaluation and after the student has made an unsuccessful attempt to resolve differences with the instructor, if necessary in consultation with the department chair if necessary. In cases of end-of-term evaluations, a student must notify an instructor of a dispute over an academic evaluation and must attempt to resolve differences no later than February 15 for the previous fall semester or winter intersession, and no later than September 15 in cases of end-of-term evaluations for the previous spring semester, spring intersession, or summer session term. In cases of an evaluation made known to a student during the semester term, the student must notify an instructor of a dispute over an academic evaluation and must attempt to resolve differences no later than 15 calendar days (excluding Saturdays, Sundays, and University holidays from classes) after the results of evaluation are made known to the student. If a student fails to notify an instructor or fails to attempt resolution within the appropriate time limit, the Board shall deny any request for a hearing on the claim unless, in the view of the Board, the student has been prevented from complying with the appropriate time limit for reasons beyond his/her control (as, for example, in the case of a student being called into military service).

2. The filing of a written request for a hearing on a claim before the appropriate Academic Appeals Board shall be within 10 calendar days (excluding Saturdays, Sundays, and University holidays from classes) following the day when the attempts at resolution in paragraph (1) above are completed. The Board shall deny any request for a hearing on a claim which does not meet this deadline unless, in the view of the Board, exceptional circumstances exist whereby the student is prevented from filing the claim for reasons beyond his/her control. Furthermore, if in the judgment of the Board, the case is deemed to be without merit or has already been satisfactorily resolved in the department, the Board may refuse the student a hearing to hear the matter.

3. To avoid a jurisdictional impasse, the appeal shall be heard by the Appeals Board in the undergraduate college in which both the course and the instructor are located. Any thesis and dissertation appeals shall be heard by the Graduate College Appeals Board.

4. It shall be the primary function of a Board to adjudicate disputes which have not been satisfactorily resolved on the department level.
5. Each Board shall be given the responsibility of establishing its own rules of procedure. Such rules as it establishes must be consistent with the full protection of the rights of all parties involved.

6. Meetings of a Board may be closed to the public.

7. Decisions of the Board shall be communicated in writing to the Board’s dean, the student’s dean, the student, and the instructor. The Board’s decisions shall be final and shall be implemented unless either the student or the instructor makes written appeal to the Executive Committee (or comparable body) of the degree-recommending college within 10 calendar days (excluding Saturdays, Sundays, or University holidays from classes) after being notified of the Board’s decision. The decision of the Executive Committee (or comparable body) shall be final and shall be implemented unless either the student or the instructor makes written appeal to the faculty of the degree-recommending college within 10 calendar days (excluding Saturdays, Sundays, or University holidays from classes) after being notified of the Committee’s decision. In the case of an appeal to the faculty of the degree-recommending college, the faculty’s decision shall be final and shall be implemented. The faculty of a degree-recommending college, however, may delegate their authority to consider appeals under this policy to the Executive Committee (or equivalent body) of the degree-recommending college, in which case the decisions of the Executive Committee said body shall be final and shall be implemented without appeal to the faculty.

8. Revisions to this policy shall be reviewed by the Faculty Senate and the Student Code Revision Committee. (RM, 7-23-87, pp. 19840-43)
THE UNIVERSITY OF OKLAHOMA
COLLEGE OF LAW
CODE OF ACADEMIC RESPONSIBILITY

Will be moved to an appendix.

TITLE I
THE PURPOSE AND SCOPE OF THE CODE

Sec. 101 — Purpose of Code
The purpose of this Code of Academic Responsibility is to define academic misconduct and other ethical violations, to prescribe penalties and procedures for enforcement of academic discipline, and to provide for appellate review.

Sec. 102 — Scope of Code
(a) The Code of Academic Responsibility applies to all students of the College of Law of The University of Oklahoma.
(b) Each student shall sign a pledge to comply with this Code at the time of enrolling in the College of Law. The pledge shall notify students that the College may be required to notify bar associations when a student is found guilty of violating this Code.

TITLE II
PRINCIPLES OF ACADEMIC RESPONSIBILITY

Sec. 201 — Accepted Principles of Honesty
(a) It shall be a violation of this Code for a student to act in conscious disregard of accepted principles of honesty in any academic pursuit or prize competition.
(b) Conscious Disregard — To establish a violation of this section, the Council must present proof of a student’s conscious disregard of accepted principles of honesty.
   Conscious disregard is a mental state embracing either (i) intent to deceive, manipulate or defraud; (ii) guilty knowledge; or (iii) moral awareness that the alleged conduct violated known or accepted principles of honesty.
(c) Specific Intent — Nothing in this Code shall be construed to require proof of specific intent in addition to proof of conscious disregard. Specific intent is the offender’s active and conscious desire to achieve certain prohibited consequences by acting or failing to act.
(d) Proof of Conscious Disregard — Nothing in this Code shall be construed to require a confession by the accused or any other direct evidence of conscious disregard, which may be inferred from the conduct of the accused and other circumstantial evidence.

Commentary to § 201
Definition of Principles of Honesty
Fraud and dishonest conduct appear in many forms. Legislatures and courts have avoided attempts to provide fixed and comprehensive definitions of fraudulent conduct, in part because the term “fraud” is not definable except in the most general terms and usually by reference to the
state of mind of the person accused of dishonesty. In the words of the Supreme Court of Oklahoma, Singleton v. LePak, 425 P.2d 974 (Okla. 1967), fraud is a generic term, which embraces all the multifarious means which human ingenuity can devise and all resorted to by one individual to get an advantage over another. No definite and invariable rule can be laid down as a general proposition defining fraud, as it includes all surprise, trick, cunning, disassembling and unfair ways by which another is cheated... Id. at 978 (quoting Bigpond v. Mutaloke, 105 p.2d 408 (Okla. 1940)). See also, e.g., Commonwealth v. Monumental Properties, 329 A.2d 812 (Pa. 1974); Barquis v. Merchants Collection Ass’n, 496 P.2d 817, 830 (1972) (sweeping legislative ban on fraud and deception is designed “to enable judicial tribunals to deal with the innumerable ‘new schemes which the fertility of man’s invention would contrive’”(quoting American Philatelic Soc’y v. Claibourne, 45 P.2d 135, 140 (1935); Kugler v. Romain, 279 A.2d 640 (N.J. 1971).

As a result, no comprehensive list of such principles is possible. The following examples are designed to provide fair notice to the students of the College of Law of the breadth and scope of the Code’s prohibitions against dishonesty. A student is presumed to have guilty knowledge or moral awareness by engaging in the conduct listed below:

1. No student shall give, secure or exchange any information about the contents of or answers to an examination, in advance of or during such examination, except as authorized by the instructor.
2. No student shall consult books, papers, computer files, other electronic data or notes of any kind during an examination, except as authorized by the instructor.
3. A student who has taken an examination and a student who will take the same examination may not discuss its contents with each other.
4. A student may not retain a copy of any examination for the purpose of preserving questions for use by another student, except as expressly authorized by the instructor; nor may a student take notes during an examination on the contents of an essay or objective examination for the purpose of preserving questions for use by another student, except as expressly authorized by the instructor.
5. No student shall fail to stop writing an examination with knowledge that the time allotted for writing the examination has elapsed.
6. No student shall hide, steal or mutilate any materials belonging to the library, the University, another student, a faculty member or other member of the law school or University community.
7. No student shall submit plagiarized work in an academic pursuit or prize competition (plagiarism being the incorporation of written work, either word for word or in substance from any work of another, unless the student writer credits the original author and identifies the original author’s work with quotation marks, notes or other appropriate written designation).
8. No student shall make any material misrepresentation to faculty or administration respecting law school matters.
9. A student shall not falsely accuse another student of violating this Code, either with knowledge that the accusation is false or in reckless disregard of the accusation’s truth.
10. A student may not offer for credit any work prepared by another.
11. A student may not offer for credit work that has been previously offered for credit, except as authorized by the instructor.
12. A student may not offer for credit work prepared in collaboration with another, except as authorized by the instructor.
13. A student may not take an examination for another student; nor may a student permit his or her own examination to taken by another.
14. A student may not invade the security maintained for the preparation and storage of examinations.
15. A student who learns that he or she has come in contact with an examination subject to security must immediately inform the Dean or Associate Dean or the instructor.
16. A student shall not falsify attendance sheets.
17. A student shall not sign an attendance sheet for another student.
18. A student shall not use Lexis, Westlaw or other library services for unauthorized work or activities.

**Conscious Disregard & Scienter**

The requirement of conscious disregard is intended to be identical to the legal requirement of scienter as commonly defined. *See, e.g.*, DAVID WALKER, OXFORD COMPANION TO THE LAW 1107 (1980) (defining scienter as “knowingly”); Aaron v. Securities and Exchange comm’n, 446 U.S. 680, 686 n.5 (1980) (scienter means “a mental state embracing intent to deceive, manipulate, or defraud”). The term “conscious” often has a similar meaning RANDOM HOUSE DICTIONARY OF THE ENGLISH LANGUAGE (1968) defines “conscious” to mean “2. fully aware of or sensitive to something....4. known to oneself; felt; conscious guilt. 5. aware of what one is doing: a conscious liar.... 8. Obs. Inwardly sensible of wrong doing.” In notes at the end of this definition, the authors of the RANDOM HOUSE DICTIONARY added that “knowing” was a synonym, along with the following commentary: “Conscious, aware, cognizant refer to an individual sense of recognition of something within or without oneself. CONSCIOUS implies to be awake or awakened to an inner realization of a fact, a truth, a condition, etc.”

**Sec. 202 — Accepted Principles of Good Faith.**

(a) It shall be a violation of this Code for a student to act in conscious disregard of accepted principles of good faith.
(b) Accepted principles of good faith include but are not limited to the following:

(i) No student shall harass any other member of the law school community on account of the member’s race, color, religion, creed, gender, national origin, sexual preference or disability.
(ii) No student shall harass or retaliate or threaten to harass retaliate against any other member of the law school community because the community member made a charge, testified, assisted or participated in any manner in an investigation, proceeding or hearing under this Code.
(iii) For purposes of this subsection, harassment is:

(A) Personal insults or “fighting words” addressed to a specific individual or individuals, which are designed to and likely to provoke an immediate breach of the peace; or
(B) Severe and pervasive verbal or physical conduct which is directed at a specific member or members of the law school community and which is designed to inflict and is likely to inflict emotional or psychological distress on the targeted individual or individuals; or
(C) Severe and pervasive verbal or physical conduct directed at a specific member or members of the law school community that unreasonably interferes with the work or educational performances of the targeted individual or individuals; or
(D) Severe and pervasive verbal or physical conduct directed at a specific member or members of the law school community that creates an intimidating, hostile, or offensive environment for the targeted individual or individuals.

(c) It is the intent of this section to ensure that each member of the law school community shall have the fair and equal opportunity to enjoy the benefits of association with the College without being hindered by invidious discrimination or prejudice.

342
(d) **Expressive Liberty** — This section does not prohibit: (i) any person’s expression of views and opinions on matters of public interest unless it is proved that the expressive conduct is a sham or mere pretext for inflicting the harms or injuries identified by subsection (b); or (ii) expressive conduct protected from severe sanctions, punishment or other undue burdens by the Constitution of the United States or the Constitution of Oklahoma. The College reserves its rights to express views, including the right to post or publish reprimands, critical of expressive conduct believed to be unreasonable and discriminatory in character even if such conduct is otherwise protected by the Constitutions of the United States or of Oklahoma from severe sanctions, punishment and other undue burdens.

**Sec. 203 — Misconduct Obstructing Administration of Examinations**

A student taking an examination must not obstruct the administration of an examination. A student must comply with all reasonable instructions and regulations of the professor and the College respecting an examination.

**Commentary to § 203**

It is impossible to list all possible applications of the principles stated in Seq. 203. Each regulation or rule shall provide notice to the student of prohibited conduct. If a student is guilty of conscious disregard of a rule or regulation, the student may have violated § 201 of this Code. This section is designed to authorize sanctions in the absence of scienter or conscious disregard. Compliance with the principles of § 203 includes but is not limited to the following:

1. A student shall not fail to turn in examination materials at the appointed time.
2. A student shall not talk in any room during an examination except to, or at the direction of, a faculty member or other individuals administering an examination.
3. A student shall not deliberately create an unreasonable distraction during an examination.
4. A student shall not eat or smoke during an examination, except in rooms or areas designated.
5. A student shall not remove an examination or examination answers from the College of Law, except with prior approval of the instructor.
6. A student shall not violate the rules designed to ensure that all grading of examinations is anonymous.
7. A student shall not bring into any examination room any materials, including books, papers or notes, or any other aid of any kind, except that expressly permitted by the instructor.
8. A student shall not violate the rules established by the administration and the faculty of the College of Law regarding the use of computers or memory typewriters during an examination.

**Sec. 204 — Misconduct Obstructing Enforcement of the Code**

(a) Each student has an ethical responsibility to report any known or suspected violation of this Code to a member of the Council of Academic Responsibility or to another appropriate faculty member or administrator of the College of Law. Failure on the part of any student to satisfy this responsibility for enforcement of the Code is a violation of the Code.

(b) No student shall improperly obstruct enforcement of this Code. Compliance with this principle includes but is not limited to the following:

(i) All students shall cooperate with the preliminary inquiry of the Associate Dean.

(ii) A summoned student other than a defendant may not, without a reasonable excuse, fail to appear and give testimony before the Council of Academic Responsibility or the Hearing Tribunal.

(iii) A student may not knowingly misrepresent material facts to the Associate Dean during a preliminary inquiry, or before the Council of Academic Responsibility or the Hearing Tribunal.
(iv) A student may not fail to comply with a final order of the Hearing Tribunal.
(v) No student shall request a person to refrain from voluntarily giving relevant testimony in an investigation, proceeding or hearing under this Code unless: (a) the student is acting as representative of an accused student pursuant to § 304(d)(ii) or § 401; (b) the person is a relative or an employee or other agent of the accused student; and (c) the representative reasonably believes that person’s interests will not be adversely affected by refraining from giving such information.
(vi) No student, whether or not acting as representative of an accused student pursuant to § 304(d)(ii) or § 410(d), shall improperly obstruct access to evidence or unlawfully alter, destroy or conceal a document or other material having potential evidentiary value or counsel or assist another person to do any such act.

Sec. 205 — Misconduct in Pursuit of Employment
(a) A student may not seek to obtain unfair advantage in pursuit of employment by means of misrepresentations respecting the student’s academic or professional record.
(b) Conscious disregard. To establish a violation of this section, the Council must present proof of conscious disregard of accepted principles of honesty. Conscious disregard is a mental state embracing either (i) intent to deceive, manipulate or defraud; (ii) guilty knowledge; or (iii) moral awareness that the alleged conduct violated known or accepted principles of honesty.
(c) Specific intent. To establish a violation of this section, the Council must present proof that the offender actively and consciously desired to obtain unfair advantage.
(d) Proof of conscious disregard and specific intent. Nothing in this Code shall be construed to require a confession by the accused or any other direct evidence of conscious disregard or specific intent. Conscious disregard and specific intent may be inferred from the proven conduct of the accused and other facts and circumstances.

Sec. 206 — Attendance Records
A student shall sign the attendance roll in a class only if present for the entire class period, except with the express permission of the professor. A student shall not sign the attendance roll for another student.

Sec. 207 — Miscellaneous Principles
(a) A student may not possess, transfer or duplicate keys to the College of Law or to any office in the College of Law, including the law library, without proper authorization.
(b) A student violates this Code when he or she attempts or conspires to violate the Code.

Sec. 208 — Library
No other violations of library rules shall be covered by this Code, but each student shall remain subject to the rule-making authority of the law librarian, the Dean, or such other authority at the University created or empowered to deal with violations of library rules.

Title III
The Council of Academic Responsibility
Sec. 301 — Preliminary Inquiry.
(a) Upon receipt of an allegation of a Code violation or for other good cause, the Associate Dean may elect to conduct a preliminary inquiry. During the preliminary inquiry, the Associate Dean may proceed informally to gather information and to seek possible ways to resolve allegations prior to and in lieu of formal investigation.
(b) The Associate Dean may also elect to present allegations to the Council of Academic Responsibility without preliminary inquiry.
(c) The Associate Dean shall report any preliminary inquiry as well as the results of such inquiry to the Council of Academic Responsibility.
(d) After receiving the report of the Associate Dean respecting a preliminary inquiry, the Council of Academic Responsibility may (i) issue a letter of admonition, (ii) decide to conduct a formal investigation, or (iii) dismiss the allegation without further action.

Sec. 302 — Duties of the Council of Academic Responsibility
The Council of Academic Responsibility shall take care that this Code is fully enforced. The Council’s enforcement duties are to:
(a) decide whether to issue a letter of admonition after preliminary inquiry of the Associate Dean;
(b) conduct a formal investigation of alleged violations of this Code;
(c) decide whether an allegation of a Code violation shall be presented to the Hearing Tribunal;
(d) appoint a representative of the Council to prosecute a case before the Hearing Tribunal;
(e) offer such recommendations as the Council believes appropriate to the Hearing Tribunal or to the faculty respecting the matters covered by this Code;
(f) notify any faculty member who has reported an alleged violation of (i) the results of the Council’s investigation, (ii) the Council’s decision whether to present an allegation to the Hearing Tribunal, (iii) the Council’s recommendations to the Hearing Tribunal, and (iv) any compromise or settlement proposed by or approved by the Council pursuant to § 309 of this Code; and
(g) notify the appropriate faculty member (i) of any allegation of a Code violation in the faculty member’s course, and (ii) of all other information required by subsection (f) of this section.

Sec. 303 — Membership of the Council of Academic Responsibility
(a) The Council shall consist of three members. The members are:
(i) the Associate Dean of the College of Law or other faculty member to represent the Dean’s office, except for the Dean;
(ii) a tenured or tenure-track member of the faculty elected by the faculty;
(iii) one second-year law student appointed by the Dean from among three nominees of the Student Bar Association to serve for one year from January of the student’s second year through December of the student’s third year.
(b) The Associate Dean or other faculty member representative of the Dean’s office shall serve as chair of the Council, unless the Dean elects to designate the faculty representative as chair.
(c) Notwithstanding the expiration of his or her term, a member of the Council may continue to serve until final judgment is rendered in any proceeding in which that member has actively participated.
(d) An alternate for each member of the Council shall be selected in the same manner as prescribed in § 303(a). If the Associate Dean cannot serve with the Council in a particular case, the Dean may appoint another faculty member to represent the Dean’s office.

Sec. 304 — Formal Investigation
(a) The Council shall meet in closed session. The members shall keep in confidence the content and nature of the meetings, except to the extent the Hearing Tribunal or another adjudicative body compels disclosure.
(b) When the Dean, Associate Dean, faculty member or Council member receives an allegation of a Code violation, he or she has the ministerial duty to notify the chair of the Council on Academic Responsibility.
(c) The chair has the ministerial duty to present any report of alleged violations to the Council. The Council shall decide by majority vote whether to conduct a formal investigation of allegations. The Council shall notify the accused student of its decision to conduct a formal investigation.
(d) During the Council’s formal investigation, an accused student has no right to appear in person or by representative at any meetings of the Council unless the Council determines that such
appearance is useful to its deliberations. If the Council determines that the response of the student is useful or appropriate to complete a formal investigation, and upon the request of the Council, the accused student shall make a written response which contains a full and fair disclosure of all the facts and circumstances pertaining to the respondent student’s alleged misconduct unless the respondent’s refusal to do so is predicated upon expressed constitutional grounds. Deliberate misrepresentation in such response shall be grounds for discipline. The failure of an accused student to answer within twenty (20) days after service of the Council’s notice or inquiries, or such further time as may be granted by the chair of the Council, shall be grounds for discipline. The Council shall make such further investigation as the Council may deem appropriate before taking any action. If and only if the Council orders a response or appearance, the accused student shall have the following rights:
(i) the right to a statement of the allegations.
(ii) if the Council decides to permit an appearance, the right to be represented by counsel or some other representative, though not the right to have counsel or a representative supplied by the College of Law;
(iii) the right to present evidence.
(e) The Council, after formal investigation shall either (i) dismiss the case, (ii) decide to prosecute the case before the Hearing Tribunal; (iii) issue a letter of admonition; or (iv) after negotiations, enter into a settlement or compromise agreement. This decision shall be made at a formal meeting closed to the public with all members required to be present. A majority vote is required to prosecute an alleged violation before the Hearing Tribunal.
(f) The Council must decide to prosecute, if at all, and give notice as hereinafter prescribed, within ninety days of receiving an allegation of a Code violation or specific information that identifies a specific student as an alleged violator, unless the student consents to an extension of time.
(g) The Council, if decides to prosecute, shall give actual notice by delivering a formal complaint in writing to the alleged offender. This complaint shall include statement of the allegations, but need not be in any particular form. A copy of this complaint shall also be forwarded to the chair of the Hearing Tribunal.
(h) If the Council decides not to prosecute and to dismiss a case, the Council may post a notice of its decision, but shall not disclose the identity of any accused student or witness.
(i) The Council may adopt rules of procedure to supplement this section.

Sec. 305 — Duties of the Chair
(a) The chair shall call and preside over all meetings of the Council.
(b) The chair shall also:
(i) present all reports of alleged violations to the Council;
(ii) serve written notice to alleged offenders of the time and place of appropriate hearings and of the alleged offenders’ rights during a formal investigation and during proceedings before the Hearing Tribunal;
(iii) have the power to summon witnesses from among the University and to subpoena documents from members of the University community, subject to other applicable laws and policies governing the University.
(iv) do such other things as may, in his or her judgment, be needed to enforce this Code and to effectuate the spirit and intent of this Code; and
(v) notify the Council of all actions taken by the chair.
(c) All orders, decisions and actions by the Chair shall be subject to review by the Council.
Sec. 306 — Disqualifications
No member of the Council shall participate in any case if that member is disqualified because of a conflict of interest or any other appropriate reason.

Sec. 307 — Vacancies
Vacancies on the Council shall be filled in the manner prescribed for the position which is vacant under the terms of sections 303(a) and 303(d).

Sec. 308 — Representative of the Council of Academic Responsibility
The Council of Academic Responsibility shall select an individual to represent the Council and to prosecute the case alleging Code violations before the Hearing Tribunal. The Council’s representative may or may not be a member of the Council.

Sec. 309 — Compromise or Settlement of a Complaint
(a) Nothing in this Code shall be construed to prohibit compromise or settlement of complaints alleging violations of this Code.
(b) The Council shall have the power to approve or reject proposed compromises or settlements negotiated by the Council’s representative and the representative of an accused student. If the Council’s representative and the representative of an accused student agree to such a compromise or settlement, the agreement must be approved by a majority of the Council of Academic Responsibility. The Council’s settlement authority exists at all stages of a case, but is subject to the following limitations: (i) after the Hearing Tribunal has rendered a judgment and prior to a decision by the Appeals Board, any compromise or settlement must be approved by the Hearing Tribunal; (ii) after the Appeals Board had rendered a judgment, any compromise or settlement must be approved by the Appeals Board.
(c) Evidence of offering to compromise or settle a complaint is not admissible to prove or disprove a violation of this Code. Evidence of conduct or statements made in compromise or settlement negotiations is likewise not admissible.

Title IV
The Hearing Tribunal
Sec. 401 — Jurisdiction
The Hearing Tribunal shall have jurisdiction over all cases involving allegations of Code violations. Pursuant to this jurisdiction, the Hearing Tribunal shall hold a hearing to determine whether or not this Code has been violated and to prescribe penalties or remedies of any violations.

Sec. 402 — Membership
(a) The Hearing Tribunal shall have six members. The members are:
(i) one member of the faculty appointed by the Dean to serve as chair for two academic years or until a replacement is appointed by the Dean;
(ii) two members of the faculty elected by the faculty to serve for two academic years or until replacements are elected by the faculty;
(iii) three students appointed by the Dean from among six second-year law students nominated by the Student Bar Association to serve for one year from January 1 of the student’s second year until January 1 of the student’s third year, or until replacements are appointed by the Dean.
(b) The Dean shall arrange appointments and terms of service for faculty members other than the chair so that one member is appointed for a full two year term each academic year.
(c) An alternate for each member of the Hearing Tribunal shall be selected in the manner prescribed by § 402(a).
(d) Under no circumstances shall a member or alternate of the Hearing Tribunal also be a member or alternate of the Council or the Appeals Board.
(e) Notwithstanding the expiration of his or her term, a member of the Hearing Tribunal may continue to serve until final judgment is rendered in any proceeding in which that member has actively participated.

(f) Vacancies on the Hearing Tribunal shall be filled in the manner prescribed for the position which is vacant under the terms of this section.

Sec. 403 — Disqualifications
(a) No member of the Hearing Tribunal shall review any case if that member is disqualified because of conflicts of interest or other appropriate reasons.
(b) Either the representative of the Council or the accused student may request disqualification of a member of the Hearing Tribunal.
(c) Each member of the Hearing Tribunal must decide whether he or she can judge the case with fairness and objectivity.
(d) The Hearing Tribunal may, by majority vote of all members of the Hearing Tribunal other than the challenged member, disqualify a member of the Hearing Tribunal for appropriate reasons.

Sec. 404 Confidentiality of Tribunal Proceedings
The Hearing Tribunal shall meet in closed session unless the student charged with violating the Code requests an open hearing. The members shall keep in confidence the contents and nature of the meeting unless the Appeals Board or other adjudicative body compels disclosure.

Sec. 405 — Scheduling of Hearing
The Hearing Tribunal shall hold its initial hearing on any formal written complaint within thirty calendar days of its receipt by the chair unless reasonable cause for delay is shown by the accused student or the Council’s representative.

Sec. 406 — Hearing Procedures
In conducting a hearing the Hearing Tribunal:
(a) shall proceed informally and provide reasonable opportunities for witnesses to be heard;
(b) shall receive all probative oral, documentary, and real evidence without regard to the legal rules of evidence, except that the Hearing Tribunal may exclude irrelevant, immaterial, and unduly repetitious evidence, and shall give effect to the rules of privilege recognized by law;
(c) shall, on request of either the accused student or the Council’s representative, exclude witnesses from the hearing when not testifying.
(d) shall engage a court reporter to make a record of its hearings so as to enable review of its proceedings in the event of appeal;
(e) shall presume an accused student innocent of the alleged violation until the Hearing Tribunal, four members concurring, is convinced that the student violated the Code by clear and convincing evidence;
(f) shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of admitted evidence;
(g) shall decide the issue of guilt before determining an appropriate penalty, and shall offer the student adjudged to be guilty, at a separate hearing after a decision on the issue of guilt, an opportunity to offer evidence or argument regarding an appropriate penalty;
(h) shall not be bound to follow penalty recommendations made by the Council, and may impose any penalty authorized by this Code upon majority vote, taking into consideration the Council’s recommendation, the facts of the case, the gravity of the offense, and any prior misconduct;
(i) shall state in writing, signed by each concurring member of the Hearing Tribunal, each finding of guilt or innocence and the penalty determined, if any;
(j) may write an opinion giving reasons for its decision in cases warranting an opinion; and
(k) shall deliver a copy of the findings and opinions, if any, to the Dean, to the chair of the
Council and to the accused student.

**Sec. 407 — Clear and Convincing Evidence**
To prove a fact by clear and convincing evidence means to demonstrate that the existence of an
disputed fact is highly probable and free from serious doubt.

**Commentary to § 407**
The adoption of the clear and convincing evidence standard by the College of Law is recognition
of the importance that is placed on high ethical standards by the legal profession. A law student’s
interest in maintaining a reputation of honesty and integrity and, therefore, not being found to
have violated this Code of Academic Responsibility is an important and substantial interest.
Therefore, the Council bears the burden of proving by “clear and convincing evidence” sufficient
facts to persuade the Hearing Tribunal that a violation of this Code occurred. The definition of
clear and convincing evidence is taken from Oklahoma Uniform Jury Instruction (OUJI)-Civil
(2d) No. 3.2. clear and convincing evidence is more demanding than proof by the typical civil
standard of preponderance of the evidence, which is proof that the fact is more probable than not.
It is less demanding than proof by the standard of “beyond a reasonable doubt,” which is the
standard in criminal cases. See Addington v. Texas, 441 U.S. 418 (1979). When determining
whether the Council has presented clear and convincing evidence of guilt, the Hearing Tribunal
must have a greater degree of confidence in the correctness of its factual conclusions than under
the preponderance of evidence standard, but the Hearing Tribunal may have less confidence than
that confidence required for decision under the beyond reasonable doubt standard. Under
Oklahoma law, clear and convincing evidence “is that measure or degree of proof which will
produce in the mind of the trier of fact the firm belief or conviction as to the truth of the
allegations sought to be established.” In re C.G., 637 P. 2d 66, 71 n.12 (Okla. 1981). This
standard requires proof not only that the existence of a disputed fact is probable, but that it is
highly probable. See also LEO H. WHINERY, 2 OKLAHOMA EVIDENCE: COMMENTARY
ON LAW OF EVIDENCE, §§ 8.20, 8.23 (West 1994).

**Sec. 408 — Finality of Tribunal Decisions**
The Hearing Tribunal’s decision is final in any case not appealed.

**Sec. 409 — Default Judgments**
The Hearing Tribunal may proceed with a hearing and render a default judgment in any case
where a student defendant fails to appear after receiving reasonable notice of a hearing of
allegations. Such a default judgment may be appealed as this Code provides, but is final if no
appeal is taken.

**Sec. 410 — Rights of the Student Before the Hearing Tribunal**
A student accused of violating the Code has the following rights in all proceedings before the
Hearing Tribunal:
(a) the right to a statement of allegations;
(b) the right to a fair hearing;
(c) the right to appear personally before the Hearing Tribunal;
(d) the right to counsel or a representative of the accused’s choice (although not the right to be
supplied with an attorney-at-law at the expense of the College of Law), or a representative chosen
by the Hearing Tribunal from among the student body;
(e) the right to present oral, documentary or real evidence;
(f) the right to examine and cross-examine witnesses;
(g) the right to choose whether the hearing shall be open to the public, or closed and confidential;
(h) the right to be presumed innocent until the Hearing Tribunal has considered all evidence and is convinced that the student violated the Code by clear and convincing evidence;
(i) the right to a copy of the Hearing Tribunal’s written decision and opinion, if any, to be delivered or mailed as soon as practicable;
(j) the right to waive any of these rights by notice of such waiver in writing to the Hearing Tribunal, or by failure to appear after being duly served.

Sec. 411 — Duties of the Chair
The chair of the Hearing Tribunal shall:
(a) receive written complaints from the Council alleging violations of the Code;
(b) set the date, time and place for hearings of the Hearing Tribunal;
(c) notify the members of the Hearing Tribunal, the Council, the accused student and other appropriate individuals, such as witnesses known to the chair, of the date, time and place of hearings;
(d) notify the accused student of all rights before the Hearing Tribunal as provided by Section 410;
(e) appoint a representative from among the student body at the request of the accused student, if the accused student is not otherwise represented, as provided in Section 410(d);
(f) have the power to summon witnesses from within the University community, and to subpoena relevant documents in the possession of members of the University community, subject to other applicable laws and policies governing the University;
(g) have the power to order a prehearing conference, to be scheduled no later than five days prior to a scheduled hearing, at which the parties may be required to exchange a list of witnesses;
(h) preside over Tribunal hearings;
(i) direct the course of hearings;
(j) instruct the members of the Hearing Tribunal on the principles of law to be applied to a particular case;
(k) take care that a court reporter is employed to develop a written record of tribunal proceedings;
(l) rule on challenges, motions, pleas, and admissibility of evidence and testimony;
(m) assign the duty of preparing decisions and opinions and approve the final product;
(n) notify the proper persons, including the Dean, the Associate Dean and the tenured and tenure-track faculty of the Hearing Tribunal’s decisions and of any penalties imposed; and
(o) take care that the final orders and decisions of the Hearing Tribunal are executed, including but not limited to directing the change of official records of a student adjudged to be guilty of a violation where such change is required by a final decision and penalty.

Sec. 412 — Ex Parte Communications
Ex parte communications with the members of the Hearing Tribunal by any party, by any member of the Council or alternate, by any student, by any witness or by any faculty member or administrative officer of the college concerning matters relevant to a case before the Hearing Tribunal are strictly prohibited. All such communications shall be disclosed by the Hearing Tribunal to the parties. Every pleading, motion or other paper filed with the Hearing Tribunal shall be served on all other parties.

Title V
Penalties
Sec. 501 — Penalties.
The Hearing Tribunal may impose any of the following penalties in light of the facts, the severity of the offense, mitigating circumstances and the dictates of fairness.
(a) a reprimand;
(b) probation;
(c) a monetary penalty not to exceed $250 over and above the value of any property damage or value of any property destroyed or taken and not returned;
(d) temporary or permanent suspension of rights or privileges deriving in whole or in part from the University;
(e) temporary or permanent suspension of eligibility for official extracurricular activities;
(f) temporary or permanent suspension of eligibility for any student office or honor;
(g) cancellation of credit for scholastic work done;
(h) reduction of the grade assigned in a course, unless the professor or instructor has exercised the right to specify a grade penalty pursuant to § 703;
(i) suspension from the College of Law or the University;
(j) prevention of an individual adjudged to be guilty of a violation from resuming student status in appropriate cases;
(k) expulsion;
(l) recommendation that the Regents withdraw recognition of the student’s degree, and that the Dean and the President take all actions appropriate upon official withdrawal of recognition;
(m) such alternative penalties or remedies as are appropriate to a particular case, including but not limited to restitution and community service;
(n) any combination of the foregoing penalties which, in the judgment of the Hearing Tribunal, is deemed appropriate to punish the student for the offense or offenses committed.

Sec. 502 — Penalties – Definitions and Miscellaneous Provisions
(a) An admonition consists of a formal written warning by the Council of Academic Responsibility to be included in the student’s file. The letter of admonition is a warning to the student. It is not a finding of probable cause, a finding of guilt, a penalty, or any other form of disciplinary action. Letters of admonition are not reported to bar associations or other similar entities.
(b) A reprimand is a formal written censure to be included in the student’s file. The reprimand is a penalty or remedy for a violation of this Code. A reprimand is reported to bar associations or other similar entities.
(c) The College recognizes its legal duty to notify bar associations and other appropriate similar entities when a student has been found to have violated any provision of this Code.
(d) Disciplinary probation is for a definite period and indicates that further violations may result in suspension or expulsion.
(e) Cancellation of credit for scholastic work done and reduction of a grade assigned in a course are imposed only for courses in which the defendant was found guilty of academic dishonesty.
(f) A money penalty is assessed in cases such as those involving misappropriation of University property, use of University property without authorization, or abuse of or destruction of University property or of the property of a member of the law school community.
(g) Suspension from the University means that a suspended student may not receive credit at the University for work done at either this or any other educational institution during the period of suspension, except when allowed by the Hearing Tribunal.
(h) Preventing an individual adjudged to be guilty of a violation of the Code from resuming student status is the minimum penalty that shall be imposed on a person subject to this Code who is not a student at the time disciplinary proceedings are instituted and who fails to appear before the Hearing Tribunal for the hearing of a complaint against that person. This penalty is the same as the penalty of suspension from the University except that the period of the penalty continues until the affected individual submits to the jurisdiction of the Hearing Tribunal. Submission to
this jurisdiction involves either accepting the adjudication of violation made earlier or requesting a new hearing by the Hearing Tribunal for the purpose of contesting that adjudication of violation.

(i) Expulsion from the University means permanent severance from the University.

Sec. 503 — Removing Records of Minor Infractions from Student’s File
The Hearing Tribunal may specify that records of penalties imposed for infractions adjudged to be minor shall be removed from a student’s file after a time specified by the Hearing Tribunal.

Title VI
Appeals Board
Sec. 601 — Right of Appeal
(a) A student adjudged to be guilty of a violation of the Code has the right to appeal to the Appeals Board of the College of Law. The Appeals Board may affirm, modify or set aside the judgment of the Hearing Tribunal.
(b) If a student is found guilty of violating the Code, the Council of Academic Responsibility may appeal or cross-appeal the judgment of the Hearing Tribunal regarding remedies ordered or penalties imposed.

Sec. 602 — Membership of Appeals Board
(a) The Appeals Board shall consist of five members.
(b) The Dean shall appoint four members of the Appeals Board from the faculty of the College of Law. Each faculty member shall serve three years. The Dean shall arrange appointments and terms of service so that one or two members are appointed each academic year for full three-year terms. The Dean shall appoint replacements for additional vacancies for either the remainder of unexpired terms or for a particular case if faculty members are unable to serve or are recused.
(c) The Student Bar Association shall designate fifteen second-year law students to serve as potential members of the Appeals Board for one year running from January 1 of the student’s second year to January 1 of the student’s third year. The Dean shall appoint the student representative on the Appeals Board for a particular case by random selection from among the potential members designated by the Student Bar Association.
(d) The Dean shall appoint one person to serve as chair from among those faculty members who served on the Appeals Board during the immediately preceding academic year. The chair shall serve for one academic year or until a replacement is appointed by the Dean.
(e) Notwithstanding the expiration of his or her term, a member of the Appeals Board may continue to serve in any case in which that member has actively participated until final judgment is rendered.

Sec. 603 — Disqualifications on Appeal
(a) No person who is serving on the Council or the Hearing Tribunal shall be a member of the Appeals Board.
(b) No person who participated in the proceedings of the Council or the Hearing Tribunal in a particular case may be a member or potential member of the Appeals Board in the same case.
(c) No member of the Appeals Board shall review any case if that member is disqualified because of conflicts of interest or other appropriate reasons.
(d) Either the representative of the Council or the accused student may request disqualification of a member of the Appeals Board.
(e) Each member of the Appeals Board must decide whether he or she can judge the case with fairness and objectivity.
(f) The Appeals Board may, by majority vote of all members of the Appeals Board, disqualify a member of the Appeals Board for appropriate reasons.
Sec. 604 — Notice of Appeal
Appeal is taken by giving written notice to the chair of the Appeals Board, the chair of the Hearing Tribunal and the chair of the Council within ten school days after the date on which the Hearing Tribunal issues its written decision under § 406(i). The written notice need not be in any particular form, but must identify the student’s name and the grounds for appeal.

Sec. 605 — Effect of Timely Appeal
(a) Notice of appeal timely given does not suspend the imposition of penalty until the appeal is finally decided, except as follows:
(i) A student may not be suspended or expelled while an appeal is pending;
(ii) A student may not be required to complete community service while an appeal is pending;
(iii) A student may not be prevented from continuing studies or assigned work while an appeal is pending.
(b) The College shall delay graduation and other recognition of work of a student adjudged to be guilty of violating the Code despite a pending appeal, if the Hearing Tribunal has assessed a penalty delaying graduation or other recognition of work completed.

Sec. 606 — Preparation of Record on Appeal
If notice of appeal is timely, the chair of the Hearing Tribunal shall prepare the record of Tribunal proceedings and deliver copies of the record to the Dean, the student appellant, the chair of the Council of Academic Responsibility and the chair of the Appeals Board. If the decision is affirmed, the appellant shall pay the cost of preparing a transcript, unless the chair of the Appeals Board determines that the student is unable to pay.

Sec. 607 — Contents of Record on Appeal
The record on appeal is the record of all proceeding before the Hearing Tribunal. This record is confidential and consists of:
(a) a copy of all notices to the accused student and to the Council’s representative;
(b) any transcription of the hearing record, and all documentary and other evidence offered and admitted in evidence;
(c) written motions, pleas, and any other materials considered by the Hearing Tribunal;
(d) the Hearing Tribunal’s written decision; and
(e) the Hearing Tribunal’s opinion, if any.

Sec. 608 — Standard of Review
(a) The Appeals Board shall consider an appeal on the basis of the record on appeal.
(b) Factual Issues — The Appeals Board shall sustain the Hearing Tribunal’s findings regarding disputed factual issues, unless the Appeals Board concludes that the findings were clearly erroneous. When reviewing factual determinations on the basis of the record on appeal, the Appeals Board shall consider all evidence in the light most favorable to the prevailing party and it shall not disturb the factual findings, unless the Appeals Board reaches the definite and firm conviction that a mistake has been committed. The Appeals Board may not conduct a trial de novo regarding factual issues in any case.
(c) Review of sufficiency of evidence. When the Appeals Board reviews the sufficiency of evidence supporting the Hearing Tribunal’s judgment that a student violated this Code, the Appeals Board shall determine whether it was clearly erroneous for the Hearing Tribunal to conclude that all essential allegations were proven by clear and convincing evidence. The critical inquiry required by this subsection is whether a reasonable trier of fact could have found that the facts constituting the essential elements of the offense were highly probable.
(d) Legal Issues — The Appeals Board shall consider all issues of law, including interpretation of the Code, de novo.
(e) **Remedies or Penalties** — The decision of the Hearing Tribunal regarding penalties or remedies shall be affirmed, unless the Appeals Board concludes that the penalties and remedies constituted an abuse of discretion.

(f) Mixed questions of law and fact. If the Appeals Board reviews a mixed question of law and fact, the clearly erroneous standard of subsection (b) is appropriate, if the Appeals Board concludes that the question involves primarily a factual inquiry. If, however, the Appeals Board concludes the mixed question primarily involves the consideration of legal issues, then de novo review is appropriate.

**Sec. 609 — Oral Argument on Appeal**

The student appellant and the Council’s representative may request in writing an opportunity to appear and present argument before the Appeals Board. Oral argument on appeal before the Appeals Board shall be scheduled no more than twenty school days following a timely notice of appeal, unless the chair of the Appeals Board grants an extension of time for good cause. The student appellant may appear by a representative consistent with §410(d). Ordinarily, oral argument for a party appearing before the Appeals Board should last no longer than one-half hour.

**Sec. 610 — Finality**

The decision of the Appeals Board shall be final within the College of Law. There is no appeal to the faculty of the College of Law or to the Dean of the College of Law.

**Sec. 611 — Appeal to the President**

A decision of the Appeals Board may be appealed to the President of The University of Oklahoma, if the Appeals Board’s decision affirms or approves any penalty or remedy under §501 other than reprimand. The President’s decision shall be final. Pending appeal to the President, the decision of the Appeals Board may be stayed in whole or in part by the Dean.

**Sec. 612 — Confidentiality of Appeals Board Proceedings**

The Appeals Board shall meet in closed session unless the student charged with violating the Code requests an open hearing. The members shall keep in confidence the contents and nature of the meetings unless the President or other adjudicative body compels disclosure.

**Title VII**

**Powers and Duties of the College of Law**

**Sec. 701 — Jurisdiction**

(a) The Associate Dean, the Council of Academic Responsibility, the Hearing Tribunal and the Appeals Board shall have subject matter and personal jurisdiction to investigate and resolve any and all allegations of Code violations brought against students and former students according to the provisions of this Code.

(b) A student who is discovered to have made misrepresentations to law school officials during the process of applying for admission to law school shall not be subject to the provisions of this Code, but shall be subject to expulsion or other appropriate discipline by the Dean and Admissions Committee of the College of Law.

**Sec. 702 — Academic Regulations**

Nothing in this Code shall be construed to restrict the powers and duties of the faculty, the administration and the College of Law to adopt reasonable rules and regulations to protect the integrity and fairness of all examinations, academic programs, academic evaluations and competitions.

**Sec. 703 — Faculty Duties**

(a) A professor or instructor who observes or is notified of an alleged violation of this Code in a particular course shall have the academic freedom to specify a grade penalty to be imposed after
and only if the student involved is found guilty by the Hearing Tribunal, defaults in the responsibility to respond to allegations, or admits the allegations. The professor or instructor may specify a grade penalty by notifying the Associate Dean in writing at any appropriate time prior to the final decision of the Hearing Tribunal.

(b) A professor or instructor shall assign a grade, to be effective after an accused student has been found not guilty of violating this Code, on the basis of legitimate and adequate academic grounds independent of any allegation or belief that a student violated the Code. Ordinarily and to the extent feasible, while a case involving allegations of Code violations is pending, a professor or instructor should complete grading of an accused student’s examination or other academic work. Also, to the extent feasible, the College and professor should take care to attempt to preserve the anonymity of the student’s examination in compliance with the College’s grading policy. It is understood that the discovery of an alleged violation may compromise the anonymity of grading. The professor or instructor should assign a grade other than a specified grade penalty governed by subsection (a) of this section according to the College’s schedule for reporting grades.

(c) The College may implement any reasonable procedure for reporting and recording a grade for a student accused of violating this Code while proceedings are pending.

Sec. 704 — Notice to the Law School Community
Each academic year, the office of the Dean shall publish or post a list of cases occurring in the previous five academic years. The list shall include cases in which students were found guilty of violations of this Code, cases in which students were found not guilty of violations, and cases which were settled by negotiated agreement. This list shall include a summary description of penalties imposed or remedies ordered for violations. The office of the Dean shall take care to redact any information that would identify students accused or adjudged guilty, but the College assumes no responsibility for unintended identification of students beyond that imposed by law.

Title VIII
Miscellaneous Definitions
Sec. 801 “Dean” means the Dean of the College of Law or the Dean’s delegate or representative.
Sec. 802. “Associate Dean” means the associate dean, or the associate dean’s delegate or representative.
Sec. 803. “Student” means a person enrolled at the College of Law of The University of Oklahoma, or a person who was enrolled at the College of Law, or a person accepted for admission at the College of Law at the time he or she is alleged to have violated this Code.
Sec. 804. “School days” are days Monday through Friday in which the College of Law is in session during the fall and spring semesters.
Sec. 805. “Prize Competition” includes any competition for an extracurricular award, honor or prize, including but not limited to competition for scholarships, intra-school moot court and trial competitions, competition for financial aid and competition in relation to law review. (RM, 7-27-95, p. 24512)
5.1—FRATERNITIES AND SORORITIES

RM.RM.5.1.1—MEMBERSHIP RECRUITMENT

PANHELLENIC ASSOCIATION

Formal membership recruitment for the organizations of the Panhellenic Association shall be held before the start of the fall semester. The Panhellenic Association shall follow the recruitment guidelines and “Unanimous Agreements” of the National Panhellenic Conference (NPC). Chapter size shall be based on the “Quota-Total” system recommended by NPC, and used in combination with the “Preferential Bidding System” and “Continuous Open Bidding.” The Panhellenic Association may exceed the 5% NPC recommendation of “Quota Additions.”

INTERFRATERNITY COUNCIL

Formal membership recruitment for the organizations of the Interfraternity Council shall take place during the first week of the fall and the third week of the spring semester[s]. Open membership recruitment may take place throughout the fall and spring semesters.

NATIONAL PAN-HELLENIC COUNCIL

Membership intake for the organizations of the National Pan-Hellenic Council shall take place during the fall and/or spring semesters at the discretion of the individual organizations. Guidelines and regulations of the National Pan-Hellenic Council shall be followed.

LATINO GREEK COUNCIL

Membership recruitment for the Latino Greek Council will take place between the second and third weeks of each semester. Guidelines and regulations of the Latino Greek Council shall be followed.

5.1.2—GREEK HOUSING

Fraternities and sororities maintaining a chapter house must have a full-time, live-in House Director or Graduate Resident Advisor.
5.2—HEALTH REQUIREMENTS FOR NEW STUDENTS

Every new student, whether undergraduate or graduate, is required to have an acceptable personal health history form on file with Goddard Health Center in the Student Health Service before enrolling in The University of Oklahoma and to show proof of required immunizations prior to receiving approval to enroll. (RM, 7-11-68, p. 9422, 7-23-87, pp. 19819-20)
5.3—HOUSING POLICY FOR FRESHMEN

Regents’ policy provides that certain students are required to live in University housing. All single freshmen students who are not 20 years of age, who do not have at least 24 hours of college credit from an accredited institution (advance placement or CLEP hours do not apply to this 24 hour requirement), or who have not lived in University residence halls for at least two semesters must live in a University residence hall for the two semesters, academic year. Exception from this policy is by special permission only, granted in writing by the University Vice President for Student Affairs and Dean of Students or his/her delegate(s). Special permissions are granted for a period of one semester only and are subject to review prior to renewal. (RM, 3-29-79, p. 15449; 3-8-84, p. 17861)

5.3.1—NOISE CONTROL — DORMITORIES
The Regents authorized the development of a separate set of policies and guidelines regarding the control of noise in the University dormitories, to be administered by the Vice President for Student Affairs and Dean of Students as the Regents’ delegated officer under Section XXIII of the Student Code for use during 1978-79. The Regents authorized the President of the University to approve further requests for extension of the program after appropriate review and recommendation by the Vice President for Student Affairs. (RM, 6-9-77, p. 14480; amended 6-15-78, pp. 15091-2)
5.4 OKLAHOMA MEMORIAL UNION

The Oklahoma Memorial Union was initially funded by 250 donors in order to celebrate and honor those active members of the University community that gave their lives for their country. A lease between the Board of Regents and the Board of Governors of the Oklahoma Student Union, Inc., allowed the University to manage the building from 1949 until 1993. Effective July 1, 1993, ownership of the Oklahoma Memorial Union was transferred to the University. The Union Board of Trustees continues to serve as an Advisory Board to the University. In October 2000, student groups were able to move into the Archie W. Dunham Conoco Student Leadership Wing of the Memorial Union. The new offices and cubicles housed in the wing allow student groups as well as student government to be housed in one area of campus. (RM, 10-12-49, pp. 3284 et seq., edited; 1-26-93, p. 23196, edited)
5.--MISSION

No student in the University shall be penalized by any student organization of which the student is a member for an infraction of rules and regulations of such organization which would tend to deny such student privileges normally accorded to the student body of the University without sanction and approval of the Vice President for Student Affairs and Dean of Students; for example, A student who has purchased a season athletic ticket is entitled to attend a scheduled contest without interference by any student organization. (RM, 2-13-52, p. 4254)
5.5—Preservation of Peaceful Environment

The President of the University and other appropriate University officials are authorized to take whatever actions are reasonably necessary to preserve a peaceful and orderly environment on the campus and to protect the safety and welfare of members of the University community. (RM, 3-18-82, p. 16904)

Campus police are hereby authorized to remove from campus persons who are neither University employees nor students who interfere with or who enter the campus to interfere with the conduct of University activities; provided, this authority does not apply to University employees or students, all of whom are covered under other University policies. Persons so removed may appeal in accordance with the Notice to Vacate.
NOTICE TO VACATE

This is a written notice to vacate the property and grounds of all of the University of Oklahoma campuses due to the behavior described below. This notice was served on (name) __________________________ on the ___ day of ______, 20__. If the recipient of this notice fails to leave the University’s grounds or returns within six (6) months of the issuance of this notice without permission from the Vice President for Administrative Affairs or his designee, recipient shall be deemed to be trespassing pursuant to 21 O.S. 2001, § 1376, and Board of Regents’ policy. Any person found to be trespassing pursuant to that statute is guilty of a misdemeanor and subject to arrest.

This citation may be appealed in writing within ten (10) business days of this issuance. All such appeals should be directed to the Vice President for Administrative Affairs and should state the basis for the appeal. The Vice President for Administrative Affairs shall have fifteen (15) business days to review the appeal. The decision of the Vice President for Administrative Affairs shall be mailed to the address below and will be final, without further right of appeal.

By my signature, I affirm that I am not a student, officer, or employee of the University and that I have been requested to leave University grounds.

________________________________________
Signature of Recipient   Date

__________________________________________  _________________________
Officer’s Name    Badge #   Case Number

___________________________________________________________
Call/Case No.________________________    Juvenile     Arrested
Issuing Officer:_______________________  Badge Number: ________________
Date:____________ Time: _____________  Location: _______________

Circumstance of contact:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Recipient Name: ________________________________________________________________
Mailing Address: ________________________________________________________________
City: ___________________________ State: ______ Zip: _______________
Telephone: (     ) __________________      Parent, if Juvenile: ___________________
Race: ___________ Sex: ___________ DOB: ___________ Age: ______________
Height: _________ Weight: ________ Hair: ____________ Eyes: _____________
Other: _______________________________________________________________________
5.8 SCHOLARSHIP AND FINANCIAL AID INFORMATION

To facilitate the responsibilities charged to the University’s Scholarship Committee, all scholarship and financial aid information and resources, wherever located, are to be reported to the Scholarship Committee in a complete and timely fashion. (RM, 3-22-88, p. 20152)
SECRET ORGANIZATIONS
LOYAL KNIGHTS OF OLD TRUSTY
5.6—STUDENT ACTIVITY FEE, NORMAN CAMPUS

The Student Activity Fee is that portion of the University’s budget which is earmarked by the State Regents for Higher Education for student governmental, recreational, social, and entertainment programs, health care services, and student publications. It is the responsibility of the Board of Regents to see that the Student Activity Fee is utilized to support needs in these extracurricular areas.

The President of the University, as its chief executive officer, presents recommendations to the Board of Regents on the distribution of all University funds, including the Student Activity Fee.

As the officer of the University most directly related to non-academic matters of student life, the University Vice President for Student Affairs and Dean of Students has immediate administrative responsibility for the Student Activity Fee portion of the University budget, and the budget units funded from this source.

In 1969, actions of the Regents gave a significant delegation of responsibility to the University of Oklahoma Student Association (UOSA) in planning the budgets for all of those activities traditionally labeled as student activities. Since this time, UOSA has had a special role within the University. Its officers are not staff of the University—in the usual sense—but they exercise traditional staff functions and responsibilities. They plan programs, determine priorities, and prepare budget recommendations for very significant annual allocations. Many of the operating procedures involving UOSA have developed as personal agreements rather than clearly written policy, and the turnover of student government has made continuity in record-keeping and procedural agreements difficult to maintain. It is now important to clarify administrative relationships as established, written policy.

The UOSA Constitution was approved by the Regents on April 17, 1969, with the following resolution:

That under Article VIII (the article dealing with UOSA Congressional responsibility for appropriations) The action of the Student University of Oklahoma Student Association (“UOSA”) Undergraduate Student Congress and the Graduate Student Senate shall be considered a recommendation to the President and to the Board of Regents in the same manner as other budget requests from the various colleges are recommendations.

Student Activity Fee Committee recommendations from UOSA are forwarded through the University Vice President for Student Affairs and Dean of Students to the President. All policy recommendations should follow the same administrative route.

Additionally, The Board of Regents resolved that it was the intention under Article VIII to shall allocate to UOSA that portion of the Student Activity Fee which has not been otherwise obligated by the Regents.~
It was not the intention of the Regents to delegate to UOSA the budget responsibility for those services of the University such as the Goddard Health Center, *The Oklahoma Daily*, *Sooner* Yearbook, CART, Recreational Services, and other student services. It was the intention of the Regents to increase the involvement and the responsibility of student government in administering entertainment, recreational, organizational, educational and social programs consistent with the purpose of the Student Activity Fee. The Regents reaffirm this intent.

No agency of state government has autonomy, and the use of state money (the Student Activity Fee is so defined) must have statutory and institutional University controls. The policy statement on the handling of agency and auxiliary accounts which has been developed by the office of the Vice President for Executive Affairs and Administrative Affairs is an effective step in remedying some of the accounting and administrative shortcomings which have existed, but it should not diminish the participation and the responsibility of students in planning and carrying out the activities of student government within reasonable guidelines. In order to provide assistance with the preparation of and adherence to the UOSA budget, and to insure that all transactions are in conformance with University and state policies and requirements, a full-time professional staff member from the Student Affairs area selected by the University Vice President for Student Affairs and Dean of Students shall serve as sponsor of all UOSA student government accounts selected by the University Vice President for Student Affairs and Dean of Students. Additionally, the Office of Student Affairs shall maintain a set of accounting records for each of the UOSA government accounts and provide this information to the account sponsor. The account sponsor will not be authorized to withhold any disbursements that meet State and institutional University requirements.

The following guidelines shall govern the distribution of the Student Activity Fee and shall supersede any previous conflicting action of the Board of Regents concerning the role of the UOSA Undergraduate Student Congress with regard to appropriations:

1) The officer of the University Vice President for Student Affairs and Dean of Students who is charged with the administrative responsibility for those services and programs funded from the Student Activity Fee and is the University Vice President for Student Affairs and Dean of Students, he/she is expected to recommend to the President the budgets for those services and programs, including but not limited to, the Goddard Health Center, Counseling and Testing Services, *The Oklahoma Daily*, *Sooner Yearbook*, Recreational Services, and Campus Transportation, other student services and the facilities bond. Because of the obvious student interest in these budget units, the following budget procedure is established to insure student input from the UOSA:

- An Executive Budget Committee of the UOSA will be established consisting of the Student Body UOSA President, Chair of the Undergraduate Student Congress, and Chair of Graduate Student Senate. Before recommendations regarding the allocation to UOSA are finalized, input from the Chair of the Ways and Means Committees...
As soon as possible after the Spring UOSA elections, the Executive Budget Committee will meet with the University Vice President for Student Affairs and Dean of Students for the purpose of reviewing the proposed budget for the following year and the probable distribution of that amount to the various units, so that the budget preparations for the UOSA can begin.

The University Vice President for Student Affairs and Dean of Students has the basic responsibility for the preparation of budget recommendations for those portions of the Student Activity Fee going to regularly committed budgets.

In accordance with University policy, it is the primary responsibility of the UOSA Executive Budget Committee to prepare budget recommendations for the uncommitted portions of the Student Activity Fee, which will support the activities of student government, activities and services sponsored by student government, and registered student organizations in existence for more than one year in accordance with university policy.

The UOSA Executive Budget Committee and the University Vice President for Student Affairs and Dean of Students will then prepare the final budget recommendations for the total Student Activity Fee distribution. Neither shall submit budget recommendations for further review until agreement has been reached. As a last resort, should agreement not be reached between the Budget Committee and the University Vice President for Student Affairs and Dean of Students, the President of the University shall refer the matter to the Norman Campus Student Affairs Committee of the Board of Regents, to hear the separate views, and the Student Affairs Committee which shall formulate and present the Student Activity budget directly to the Board of Regents, directly to the Regents the Student Activity budget.

The UOSA Executive Budget Committee will submit the UOSA portion of the budget for the review of the Undergraduate Student Congress and Graduate Student Senate prior to the end of the Spring semester. It is the intent to identify in the Spring budget those amounts allocated to the budget sub-divisions (UOSA administrations, joint operations, and legislative allocations). A line item budget will be presented to the Board of Regents for approval each fall.
The recommendations of the Undergraduate Student Congress and Graduate Student Senate shall be submitted to the President through the Office of the University Vice President for Student Affairs and Dean of Students for submission to the Board of Regents for approval.

2) Each year, 2% of the total Student Activity Fee shall be placed in a reserve account prior to any distribution in order to be used by the administration throughout the year for necessary services, facilities, and programs relevant to the intended use of the Student Activity Fee (repairing recreational facilities, assisting campus-wide program, solving unanticipated budget problems, funding long-range projects such as the construction of outdoor basketball courts, etc.). The University Vice President for Student Affairs and Dean of Students shall be the sponsor of this reserve account, and shall chair a committee composed of the president, the President of UOSA, Chair of UOSA Undergraduate Student Congress, Chair of the Graduate Student Senate, and Chair of the Campus Activities Council in recommending disbursements. In the event of disagreement, separate views will be presented to the President of the University for decision. The reserve shall not be used to fund the program of student organizations or those activities for which it is the proper function of UOSA Undergraduate Student Congress and Graduate Student Senate to fund. This should in no way preclude UOSA from establishing its own reserve account from its allocated funds.

3) The remaining portion of the Student Activity Fee shall be used to fund the Student Government and those programs recommended by the UOSA Undergraduate Student Congress and Graduate Student Senate, so long as they are within the guidelines created by the State Regents and the Board of Regents of The University of Oklahoma.

Although the Board of Regents have the responsibility to commit the Student Activity Fee where it is most needed within the student community, it is intended that this uncommitted portion appropriated to UOSA will not be less than $350,000 per year.

The UOSA Budget Committee will present to both legislative bodies recommended budget allocations in the following categories for the next year prior to the end of the Spring semester:

1) Administrative costs of all salaried individuals of the UOSA. The University’s Human Resources department will assist in the formulation of job descriptions, employment practices, and recommend salary levels.

2) Joint operations costs for student government infrastructure and those costs deemed to be of common interest to graduate and undergraduate students (e.g., Archie W. Dunham Conoco Student Leadership Wing,
UOSA Executive, and Judicial Branches, Commuter Student Association, etc.) as determined by the Student Activity Fee Committee. These funds, then, shall be allocated by the Undergraduate Student Congress.

3) Legislative allocations shall be divided between the Undergraduate Student Congress and the Graduate Student Senate ratably divided based upon the previous academic year enrollment as determined by the Office of Institutional Research. Undergraduate Student Congress and Graduate Student Senate will then be responsible for funding those student organizations which are composed of enrolled undergraduate or graduate students.

The Budget will be presented to the Board of Regents through the proper administrative channels as soon as it has been reviewed by the Undergraduate Student Congress and Graduate Student Senate.

The following guidelines shall pertain to those funds budgeted by the UPSA:

1) No Student Activity Fee money shall be used to pay the legal fees of any student or students in a criminal or civil court action. Programs of legal service to the student community (public defenders for intra-University matters, legal aids, etc.) and legal assistance for the UOSA are permissible. However, no Student Activity Fee money may be used in any court action against the University. Authorization for the use of UOSA legal assistance funds must come from the UOSA President, Undergraduate Student Congress Chair and Graduate Student Senate Chair.

2) The highest priority in disbursing the program portion of the Student Activity Fee should be those student activities (educational, social, and recreational) which have substantial campus-wide effects. The funding of student organizations shall be discontinued except in those instances in which projects sponsored by a certain organization are deemed to have great significance for a substantial segment of the student community.

3) The Undergraduate Student Congress and the Graduate Senate should they ascertain that certain needs exist which cannot be resolved within a single budget year, may recommend to the President and to the Board of Regents that an amount be obligated for a period of time (2 or more years) in order to fulfill the existing need. Through such action, very significant projects (recreational equipment and facilities, for example) may be achieved. It is recommended that a standing committee of the Undergraduate Student Congress and of the Graduate Student Senate be established to work with the University Vice President for Student Affairs and Dean of Students in identifying such needs and in determining priorities.
4) No UOSA funds should be utilized in funding the Student Traffic Court. Since the Student Traffic Court operates as an administrative arm of the University, it should be separately funded. The clearest way of accomplishing the funding would be from the collection of fines.

5) A specific policy shall be established and maintained to permit student organizations to deposit non-state funds in private bank accounts, consistent with state law and University accounting and auditing practices. (RM, 3-8-73, pp. 11991-98, edited; 1-15-76, pp. 13706-08; 7-22-76, p. 14034; 5-14-87, pp. 19739-40; 12-4-92, pp. 23166-70)
STUDENT CODE

To see the most updated version of the Student Code for the Norman Campus, please go to the website www.ou.edu/studentcode.
5.7—STUDENT HEALTH INSURANCE

The Board of Regents authorizes the President to offer a health insurance program for University students. Voluntary student health insurance is authorized by the Regents, and the University President is vested with the authority to determine details of the program. Students enrolled at the Health Sciences Center are required to show proof of health insurance upon enrollment. Those without medical health insurance can purchase a plan through the University. (RM, 1-13-55, p. 5066)
5.8—STUDENT PUBLICATIONS

Student Media is designated as an auxiliary enterprise of the University of Oklahoma.

All income from Student Media shall be deposited in the Controller’s Office in appropriate official depository accounts, in accordance with the University’s general policies for handling funds of auxiliary enterprises.

The business operations of the Student Media are subject to the same administrative supervision as business activities of other auxiliary enterprise of the University.

The relations of the Student Media to the instructional function of the University, particularly with respect to the Gaylord College of Journalism and Mass Communication, are subject to the same administrative supervision as other organized activities or auxiliary enterprises related to the instructional function of the University. (RM, 2-13-52, p. 4247)
5.9—STUDENT PUBLICATIONS CHARTER

The Charter Governing Student Publications may be found at this website: http://www.studentmedia.ou.edu/PublicationsBoard.htm.
UNIVERSITY–APPROVED PRIVATE HOUSING
5.10—UNIVERSITY OF OKLAHOMA
STUDENT ASSOCIATION
CONSTITUTION

The Constitution of The University of Oklahoma Student Association can be found at http://www.ou.edu/uosabudget/documents.htm.
5.11—UNSCHEDULED HOLIDAYS

Undergraduate Student Congress and Graduate Student Senate shall have authority to recommend to the University President one otherwise unscheduled school holiday in the fall semester of each academic year with the understanding the recommendation of a holiday must be made to the University President at least two weeks before the recommended date in order to allow time for adjusting teaching schedules and the like. (RM, 3-9-78, p. 14874)
WILL ROGERS MEMORIAL SCHOLARSHIPS AND GRANTS

The same procedure for appointment of Will Rogers Scholarships and Grants will be followed as for other service scholarships and general scholarships. (RM, 6-14-62, p. 7103-04, edited)

The University will award the Will Rogers Grants in conformity with the terms of the agreement between the University and the Will Rogers Memorial Commission dated January 6, 1939. The agreement stated:

"By use of the term ‘handicapped’ it is intended to include boys and girls handicapped physically or mentally or handicapped by reason of environment or lack of opportunity or such related causes and thereby incapacitated to take advantage of the opportunities that the Government of the United States hold open to all of its citizens." (RM, 7-11-68, pp. 9451-52, edited)
6.1—ATHLETICS COUNCIL

The Athletics Council is the official group at The University of Oklahoma designated by the President which meets the requirements set forth in NCAA Bylaws Constitution 6.0.1.1, 6.1.2, and Big Eight Rule 1.401, specifying that such a board be composed of a majority of faculty and administrative staff.

6.1.1—ADVICE TO THE PRESIDENT AND DIRECTOR OF ATHLETICS

The charge to and responsibility of the Athletics Council (“Council”) is to advise the President and Athletics Director on athletics policy matters. The Council is invited and encouraged to make recommendations directly to the President regarding athletics policies and programs whenever the Council deems it appropriate. Council recommendations, reviews and reports will be made in writing to the President and Director of Athletics. The specific responsibilities of the Council are outlined in this charter section.

To ensure that deliberations are full and free, laws on open meetings and open records give advisory groups the option of meeting in closed sessions. Accordingly, unless otherwise directed by the President, no media representatives may be present at Council meetings. Council minutes and documents shall be for internal use only, and Council members will hold confidential all matters discussed and information received in Council meetings.

Reports to the Council on academic, financial aid, and other personnel matters will not disclose identities of individual student-athletes.

6.1.2—COMPLIANCE MATTERS

In accordance with Regents’ policy and NCAA rules, the Council and its Governance and Commitment to Rules Compliance Subcommittee annually shall review the University’s activities and procedures regarding compliance with NCAA and “Conference” (defined in Section 6.2.10, below) and Big Eight rules and report any concerns to the President and Director of Athletics. The Council annually will review the procedures, policies, and resources applied to recruiting, the granting of financial aid to student-athletes, awards to student-athletes and others, and the scheduling of intercollegiate games and contests and other matters related to compliance.

6.1.3—ACADEMIC MATTERS

The Council annually shall review the admission and academic performance of student/athletes. Reports to the Council and/or its Academic Integrity and Student Welfare Subcommittee will include information on admissions, retention, graduations, academic performance probations, and academic services to student/athletes including counseling, tutoring, and the monitoring of classroom attendance and grades. The Council shall report its findings and recommendations to Department of Athletics Department personnel and to the President.

6.1.4—BUSINESS MATTERS
Annual budgets of the Athletics Department shall be prepared with active participation of the Council and presented to the Council at such time and in such detail as permits the Council to make recommendations to the President along with the budget submission. This process shall include an annual review of major capital improvement needs as recommended by the Athletics Department, and recommendations shall be made to the President assigning priorities to such needs and, as appropriate, assigning resources. There shall be made available to the Council or the Fiscal Integrity and Personnel Subcommittee full information on annual income and expenses of the Athletics Department.

The Council shall review the marketing and fund-raising policies of the Athletics Department for adequacy and to ensure that all such activities are consistent with University policy. The Council shall review and make recommendations concerning policies for additions to the facilities of the Athletics Department and for contractual arrangements for the use of facilities not owned by the University.

The Council annually will review Athletics Department financial operations. Findings, suggestions, and recommendations as appropriate, will be made to the President and the Athletics Director.

6.1.5—PERSONNEL MATTERS

The Council shall advise on personnel policy relating to key administrators and head coaches, including policies for salaries, bonuses, terminations, hirings, and definition of duties. One or more members of the Council will be included on any search or screening committee for a head coach.

6.1.6—NCAA AND EIGHT CONFERENCE

The Council and its Governance and Commitment to Rules Compliance Subcommittee shall review proposed and actual NCAA and Conference legislation and decisions that may affect athletics matters at The University of Oklahoma. The Faculty Athletics Representative shall present to the Council a summary of activities at meetings of the NCAA and the Eight Conference. When possible, the Council shall be informed by the Faculty Athletics Representative of any pending legislation or decision that may affect athletics at The University of Oklahoma. For items of concern, the Council will advise the President of its position. The recommendations of the Council shall be considered when the final position of The University of Oklahoma on such legislation is established.

6.1.7—ATHLETIC COMPETITION

The Council and its Equity and Sportsmanship Subcommittee annually shall review intercollegiate sports competition and make suggestions or recommendations as appropriate on facilities, scheduling, recruiting, rule changes, or other matters.
6.1.8—STUDENT AFFAIRS

The Council and its Student Athletic Advisory Council Subcommittee annually will review how the athletics program fits as part of the overall student activities program of the University and make suggestions and recommendations on how to better serve the needs and interests of the student body, the faculty, staff, alumni, and community.
6.1.9—COMPOSITION OF THE ATHLETICS COUNCIL

**MEMBERSHIP**

The Athletics Council shall consist of members apportioned in the following manner:

<table>
<thead>
<tr>
<th>Membership</th>
<th>Method of Selection</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Faculty Athletics Representative</td>
<td>Appointed by the President (Serves as Continuous Executive Secretary)</td>
<td>Ex officio, non-voting</td>
</tr>
<tr>
<td>6 Norman Campus Faculty</td>
<td>The Norman Campus Faculty Senate appoints 4 members, and the President appoints 2 Members.</td>
<td>3 years</td>
</tr>
<tr>
<td>2 HSC Faculty Members</td>
<td>The HSC Faculty Senate appoints 1 member, and the President appoints 1 member</td>
<td>3 years</td>
</tr>
<tr>
<td>2 Staff Representatives</td>
<td>1 each Appointed by the EEC and ELC</td>
<td>3 years</td>
</tr>
<tr>
<td>2 Student Members</td>
<td>One each Selected by the Vice President for Student Affairs (NC) with the advice of student government (1 from Norman Campus and Affairs (NC) or Vice Provost for Educational Services (HSC), with advice of the respective student government organization 1 from HSC)</td>
<td>1 year</td>
</tr>
<tr>
<td>2 Student Athletes</td>
<td>Selected by the President with the advice and consent of the Athletic Director</td>
<td>1 year, Ex officio, non-voting</td>
</tr>
<tr>
<td>2 Alumni Members</td>
<td>Appointed by the President with the advice of the OU Alumni Association</td>
<td>2 years</td>
</tr>
<tr>
<td>Director of Athletics</td>
<td></td>
<td>Ex officio, non-voting</td>
</tr>
<tr>
<td>Other Athletics Department Representatives*</td>
<td></td>
<td>Ex officio, non-voting</td>
</tr>
</tbody>
</table>

* The Director of Athletics is welcome to bring any representatives from the Athletics Department to meetings of the Council.
Faculty members appointed to the Athletics Council must be tenured or tenure-track faculty members with the rank of Assistant Professor or higher. Staff representatives must be full-time employees. Students must be enrolled in at least nine hours during each of the Fall and Spring terms. Terms for faculty, staff, and alumni members will be arranged so that approximately one-half or one-third will terminate each year. When any member does not complete a term, the President shall appoint a replacement for the balance of the term.

The Council Chair shall be elected from the membership of the Council and shall serve for a term of one year. The Chair may be re-elected. The Faculty Athletics representative shall serve as the Executive Secretary of the Council. The Chair is the presiding officer of the Council and together with the Executive Secretary has primary responsibility for liaison with the President. The Chair and the Executive Secretary will develop a schedule to see that the prescribed Council responsibilities are accomplished each year. The Chair either will appoint or select in another manner a Vice Chair. The Vice Chair assumes the duties of the Chair upon his/her absence. The Executive Secretary prepares agendas for meetings, keeps records of actions taken by the Council, and prepares written reports, reviews, and recommendations of the Council.

6.1.10—MEETINGS

The Athletics Council shall meet at least four times during the academic year. Meetings may be called by the President, the Chair, or the Director of Athletics, normally by notification in writing at least seven days in advance of the scheduled meeting. Any member of the Council may place items on the Council agenda. Written agendas of meetings will be distributed to members and the President at least seven days in advance of each meeting, along with the minutes of the Council’s previous meeting, if possible. Copies of Council agendas and minutes will be provided regularly to the Norman Campus Senior Vice President and Provost, Vice President for Administrative Affairs, the Vice President for Student Affairs, the President, and the Executive Secretary of the Board of Regents. (RM, 4-9-53, pp. 4577-78; 3-24-70, p. 10262; 2-13-75, p. 13355; 6-18-81, pp. 16468-9; 2-10-89, pp. 20908-9; 6-13-91, pp. 22462-66)
6.2—ATHLETICS DEPARTMENT

Intercollegiate athletics activities shall be designated as an auxiliary enterprise of the University of Oklahoma, under the title “Athletics Department.”

All income from intercollegiate athletics shall be deposited as directed by in the Controller’s Office in appropriate accounts, in accordance with the University’s general policies for handling the funds of auxiliary enterprises.

The Controller of the University shall be responsible for determining procedures to be used in the Athletic Department for accounting, control of cash, disbursements, and control of and accounting for all tickets to intercollegiate events.

All business activities of the Athletic Department, including ticket sales, bookkeeping, budget preparations, handling of cash receipts, requisitioning of supplies, and soon, shall be consolidated in an office identified as the Athletic Business Office, under the management of an Athletic Business Manager.

All financial activities of the Athletics Department, including ticket sales, accounting, budget preparations, purchasing, and payroll, shall be under the management of an Athletics Business Manager. In addition, all financial areas of the business office and ticket office shall follow University policies and procedures as outlined in the University Guide to Services.

The position of Athletic Council Treasurer shall be abolished, and all cash receipts of the Athletic Office shall be deposited daily in the Controller’s Office; the cash receipts in the Athletic Business Office shall be handled by a cashier responsible to the Athletic Business Manager for general duties but responsible to the Controller for all procedures in handling of cash.

The Athletic Business Office staff shall include a bookkeeper responsible to the Athletic Business Manager for general office duties but responsible to the Controller’s Office for accounting procedures.

The Athletics Business Manager shall be responsible to the Athletic Director of Athletics and be responsible for general duties in planning and executing the business aspects of the intercollegiate athletics program, and authorized to act for the Athletic Director on business matters requiring action during the absence of the Athletic Director.

The Athletic Director of Athletics shall be responsible to the President of the University for all phases of intercollegiate athletics, including business management, the line of responsibility for business management shall be through the Financial Vice President of the University. (RM, 3-8-50, pp. 3425-26)
6.2.1—CONCESSIONS

The Athletic Director of Athletics shall be responsible for operation of concessions and merchandise sales at all athletic events and in surrounding areas. The Athletics Department may contract for such services. (RM, 4-9-53, p. 4575; 4-30-53, p. 4590)

6.2.2—USE OF ATHLETICS FACILITIES

In compliance with University policy, The Athletic Director of Athletics may establish fees for use of University Athletics Department facilities. By professional sports promoters and teams is prohibited. (RM, 11-2-61, p. 6951)

The President and Athletic Director of Athletics are authorized to establish modest annual fees for use of athletics facilities by University employees. Such fees shall apply to all persons on the University payroll, but shall not affect courtesy use by certain distinguished individuals not associated with the University. (RM, 3-11-59, p. 6222, edited)

6.2.3—INCOME

Intercollegiate athletics shall not be subsidized through student fee income. (RM, 1-8-53, p. 4521)

6.2.4—TRIP INSURANCE

The Athletics Department is authorized to secure trip insurance for all athletic teams and staff members to provide coverage while they are traveling to contests away from home campus. (RM, 9-12-57, pp.5785-86, edited)

CONTRACTS FOR FOOTBALL COACHES

The contract year for football coaches shall be July 1 through June 30 each year. (RN, 1-19-67, p. 8797; amended 7-18-85, p. 18498)

6.2.5—TERMS OF APPOINTMENTS OF ASSISTANT COACHES

Any terms of appointments of an assistant coaches shall automatically terminate upon the termination of the appointment expire with the term of the head coach as the head coach of the sport, either upon death or resignation. (RM, 3-3-41, p. 994)
6.2.6—SOLICITATIONS IN THE STADIUM

No solicitations of cash donations are permitted in athletic event venues. (RM, 11-12-64, p. 8005)

6.2.7—ATHLETICS DEPARTMENT SUPPLEMENTAL COMPENSATION BONUS POLICY

Athletics Department personnel who achieve special recognition or perform extraordinary duties may be considered for supplemental compensation subject to the availability of funding, and applicable Board of Regents’ policies, and NCAA and Big Eight Conference rules. Recommendations shall be made by the Athletic Director of Athletics and forwarded to the Office of the President. For employees earning in excess of $20,000, Regents’ policy requires Board approval for the payment of supplemental compensation. All extra supplemental compensation shall be considered a one-time salary supplement and the normal payroll process shall be followed.

All Athletics Department recommendations for bonus supplemental compensation payments shall set forth factual support information, the amount of bonus payment, the source of payment, and the overall impact of such payment on the annual operating budget. For coaching and academic support personnel, the academic performance of the student-athletes in that sport will be evaluated.

As a basic guideline, bonus supplemental compensation to any employee should not exceed one month’s salary except in special circumstances (i.e., national championships or other accomplishments which result in favorable regional or national recognition to the University). In all cases, sufficient funds must be identified for all recommended supplemental compensation payments. (RM, 11-20-86, pp. 19361-2)

6.2.8—ATHLETICS SCHEDULES

The President and the Director of Athletics shall have authority to approve schedules for all athletics events, except football games with non-conference institutions; the latter shall be submitted to the Regents for approval. (RM, 9-10-58, p. 6094)

6.2.9—POST-SEASON ATHLETICS CONTESTS

Post-season athletic contests must be approved by the Board of Regents. (RM, 2-11-65, p. 8070)

GUIDELINES FOR POST-SEASON PARTICIPATION

PURPOSE

The primary reason for participation in post-season competition shall be as a reward for the student-athletes and Athletics Department personnel at the conclusion of a successful regular season. Post-season participation is a means to further recognize and promote, through national exposure, the University of Oklahoma and its Athletics programs. Post-season participation should involve as many alumni, fans, friends, and supporters as possible. The planning, execution and follow-up of post-season activities shall
be accomplished in a manner consistent with State law, Board of Regents’ policy, Conference/ Big Eight/NCAA rules, and prudent management.

6.2.10—UNIVERSITY REPRESENTATION AND AUTHORIZED TRAVEL

The following groups will constitute University representation for purposes of post-season travel.

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**TEAM PARTY**

This group shall include only those individuals essential to the actual participation and representation in the postseason event as listed below:

- **Student-Athlete** — This includes such student/athletes as the Head Coach deems necessary to conduct practices and the contest event, subject to the approval of the Director of Athletics. Additional players may be included upon recommendation of the Athletic Director of Athletics based on full and complete participation throughout the season. Spouses and dependents (defined below) of student/athletes may be included upon recommendation by the Head Coach with the approval of the Athletic Director of Athletics.

- **Coaching Staff** — This includes all full-time and part-time coaches. Spouses and dependents (those children claimed as such on the employee’s last Federal Income Tax Return) may be included if recommended by the Head Coach or appropriate administrative staff officer and approved by the Athletic Director of Athletics.

- **Essential Athletic Support Staff** — This includes the Director of Athletics and such athletic support staff as the Athletic Director of Athletics deems necessary (i.e., trainers, medical staff, managers, weight training trainers, secretarial, equipment, Sports Information, Business Office, Ticket Office) to accomplish the planning and execution of post-season competition events. Spouses and dependent children (those children claimed as such on the employee’s last Federal Income Tax Return) of essential support staff may be included upon the approval of the Athletic Director of Athletics.

Additional personnel to accomplish the necessary planning and execution of post-season competition may be included as approved by the Athletic Director of Athletics. Normal inclusion would be the Executive Associate Athletic Director, Senior Woman Administrator (SWA), Director of Development, Director of Business Services, secretarial support, and personnel necessary to service the team practice functions. Spouses and dependent children (children claimed as such on the employee’s last year’s Federal Income Tax Return) living at home may be included with approval of the Director of Athletics.

Costs to that may be covered in full or in part for the Team Party include air transportation, lodging, meals or meal allowances, and incidental expenses as prescribed by the Athletic Director of Athletics. All costs shall be in conformity with State travel laws and University policies.

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**OFFICIAL PARTY—STUDENT SPIRIT PARTY**

This party includes students that provide spirit support for the team’s post-season efforts as listed below.
Band — This includes members of the University Marching Band or Pep Band, as recommended by the Band Director. Review and approval by the Athletic Director of Athletics will be based on available funding and need for spirit party support. Band travel shall be scheduled to accommodate necessary post-season event activities. Group size could range from maximum to a minimal pep band to hiring on-site bands. Expenses which may be covered in full or part include transportation, lodging, meal allowance, and necessary event tickets.

Cheerleaders/Pom Pons — This includes students and sponsors recommended by the Spirit Coordinator. Review and approval by the Athletic Director of Athletics will be based on available funding and the need for student spirit party support. Costs which may be covered in full or in part for the student spirit party would include transportation, lodging, and meals as prescribed by the Athletic Director of Athletics. All costs shall be processed by the University consistent with State travel laws and University policies.

UNIVERSITY DELEGATION OFFICIAL PARTY

This party The University Delegation shall include those University officials deemed necessary for official representation of the University at post-season events as follows:

- Current members of the Board of Regents, a spouse and two dependents, the Executive Secretary of the Board of Regents to coordinate activities, their spouses, and those their dependent children (children claimed as dependents such as on their last Federal Income Tax Return).

- The President, the President’s designee for coordinating Official Party University Delegation arrangements, Administration liaison, the Conference Faculty Representative, their spouses, and their dependent children (i.e., those children claimed as such on the employee’s last Federal Income Tax Return).

Costs to be covered for the above members of the Official Party include transportation, lodging, meals or meal allowances, and appropriate event tickets.

- The Executive Officers and a spouse or guest may be included in the Official Party University Delegation if their participation is deemed necessary by the President. Required funding for these Executive Officers must be identified. Required funds that are not provided within the established Official Party University Delegation budget from the travel allowance must be identified and provided from sources outside of the travel allowance and/or Athletics Department budget, and if the required funding is available. Costs to be covered for the Executive Officers include transportation, lodging, and appropriate event tickets.

- Athletics Department Representation – Athletics Department staff who have had a vital role in success of the team may be included. Selected personnel could be chosen from academic support, media relations, administrative staff, full-time clerical staff, security assistance, medical support, student workers, and development office representation. This group could also include personnel eligible to be a part of the Team Party but not traveling with the Team Party. Spouses may be included with approval of the Director of Athletics.
Members of the Official Party University Delegation are present at the post-season event to represent the University. If they reserve tickets for an event, they are expected to attend that event.

Expenses to be covered for the members of the Official Party University Delegation mentioned above include transportation, lodging, meals or meal allowances, and appropriate event tickets.

All costs shall be processed by the University consistent with State travel laws and University policies.

A suite (one bedroom and a sitting room) will be provided to the Chairman of the Board of Regents and the President, as representatives of the Official Party University Delegation.

For Executive Officers and their spouse/guest, official University representation begins the day that arranged group travel commences for this group and ends the day after the game. Air transportation (group rate) and lodging expenses will be covered during that period. Should an Executive Officer choose an earlier arrival or later departure, the additional expenses will be their his/hers responsibility.

**TRAVEL ARRANGEMENTS**

**Team Plane** — Only the Team Party and those individuals designated by the Athletic Director of Athletics and those members of the Official Party listed in paragraph Cl and C2 may travel on the Team Plane.

**Other Air Travel** — A commercial flight or seats on a charter flight will be obtained for those members of the Official Party University Delegation listed in Cl and C2 who are choose not to travel on the Team Plane. This commercial or charter air travel will be arranged at a group rate. Should an Executive Officer choose to arrange his/her own air travel, they he/she will be responsible for payment of that air travel expense.

Special Notes. Depending on location and budget, the Athletics Department will use best judgment to select options of air vs. versus bus travel for members of the Team Party Official Party University Delegation, or the Student Band/Spirit Party Squad. If members of the various groups decide to select other modes of travel, they will be responsible for the expense.

**DUTIES AND RESPONSIBILITIES**

**ATHLETIC DIRECTOR OF ATHLETICS**

The Athletic Director of Athletics must approve all activities scheduled for the Team Party as well as all other terms and conditions of the post-season event which affect the Team Party. Authority for assigning all duties and responsibilities relating to any post-season athletic event for the Team Party is vested with the Athletic Director of Athletics. The Athletic Director of Athletics will coordinate all contacts with post-season event representatives.
The Board of Regents shall retain final authority in accepting those post-season events that are optional. The Board of Regents shall authorize the Athletic Director of Athletics and Head Coach to negotiate and recommend to the President the acceptance of any invitation to participate. Members of the Board of Regents will be kept fully informed. The Board of Regents shall authorize the President or his authorized designee to award purchase orders and negotiate other terms and conditions necessary to successfully complete post-season event arrangements.

The President or his designee is responsible for administering post-season participation by the Official Party University Delegation and will coordinate this function through the appropriate offices.

Participation in a post-season athletic events will be conducted within the Conference and/or event expense allotment unless otherwise authorized by the Board of Regents.

The Athletic Director of Athletics will forward a preliminary budget for review and approval by the Board of Regents at the next meeting of the Board of Regents after acceptance of optional post-season competition. The Athletic Director of Athletics shall forward to the Administration a final report of all financial post-season event activity after all financial activity for the event is processed.

Expenditures for event participation must be processed in a manner consistent with all applicable State laws, Conference/NCAA rules, and University policies and procedures.

The top priority in funding post-season athletic event activity shall be the student-athlete’s reasonable and necessary expenses. Second priority shall be the cost for coaches and essential support staff.

The Athletic Director of Athletics will work with the Administration in establishing a reasonable “Official Party” University Delegation budget. The President or his designee will be responsible for working within this budget. Funding for any overage must be identified by the Administration. All expenditures shall be handled in a manner consistent with applicable State law, and University policy and procedures.

The Student Spirit Party Group budget for post-season athletic events will be derived from funds either available in an existing Foundation account dedicated specifically to band support or to cheerleader Support, or from the post-season budget allotment to the Student Spirit Group Party. The budgets for all post-season costs (transportation, lodging, meals, insurance, etc.), will be submitted by the Band Director and Student Spirit Group Party Coordinator and must be reviewed/approved by the Athletic Director of Athletics. If sufficient funding is not available, any special solicitation must be coordinated by the Band Director or Student Spirit Party Coordinator in conjunction with the Vice President for University Affairs Development.
Those University employees assigned budgetary responsibilities under these guidelines will be responsible for maintaining a full and complete set of records and documentation of expenditures which may be subject to internal and external audit. (RM, 12-11-86, p. 19394; 12-8-88, p. 20803)

**TICKET ALLOCATION**

All persons included in the Team Party and Official Party University Delegation will be provided admission or tickets to the game and events requiring their participation. The remaining tickets bowl tickets or event tickets will be allocated for sale under the direction of the Athletic Director of Athletics, in coordination with the Senior Associate Athletics Director, Ticket Manager, Director of Alumni Relations, and Director of Athletics Development. A specified number of tickets will be allocated for University of Oklahoma students.

6.2.10—CONFERENCE RULES

The University shall observe the rules of the athletics conference in which the University holds membership.

6.2.11—PHYSICAL EXAMINATIONS FOR ATHLETES

Physical examinations shall be required for all students participating in intercollegiate athletics. A copy of the physical examination report shall be on file in the Office of the Director of the Charles B. Goddard Health Center, and clearance shall be granted by the Team Physician prior to a student’s being permitted by the Director of Athletics to participate in intercollegiate athletics.

The athletic team physician shall have the full responsibility for the medical care, evaluation, consultation, and referral for all students participating in intercollegiate athletics. (RM, 3-25-44, p. 1560; 7-14-55, p. 5193, edited; amended 9-2-76, p. 14153)

Whenever in the judgment of the athletic team physician a student-athlete should not be certified to participate in intercollegiate athletics for medical reasons, the student-athlete may, on request, appeal that decision to a consulting specialist, chosen from an approved list which shall be provided by the team physician. There shall be at least one approved consultant from each of the following areas: internal medicine, urology, orthopedics, neurology, ophthalmology, and ear-nose-and-throat otolaryngology. In cases of differing opinions between the team physician and the consultant, the consultant’s opinion will be followed and shall be final.

The approved list of consultants shall be on file in the Office of the President.

In cases of an student-athlete permitted to play with a physical anomaly, the Administration may require an appropriate parental or student-athlete waiver before the student-athlete is permitted to play. (RM, 3-10-77, p. 14318)
6.3—ATHLETICS POLICIES

6.3.1—PURPOSE OF INTERCOLLEGIATE ATHLETICS

Since it is a major purpose of the University to provide the opportunity for all students to develop to the fullest possible degree all desirable abilities and skills, it shall be the purpose of intercollegiate athletics to provide the opportunity for each student to attain proficiency in athletics endeavors. The program shall be conducted in the realization that athletics is not an end in itself, but merely one of the contributing factors in the total education of the student.

The responsibility for the program of intercollegiate athletics shall rest upon the chief President executive of the University with the same faculty participation in the formulation of athletic policies that exists in the formulation of policies in other fields.

The amateur status of intercollegiate sports shall be carefully maintained. To this end, every student-athlete should be required, as a condition of eligibility, to proceed normally in his academic work toward the attainment of a University degree, and financial grants in aids should not exceed an amount which is reasonably calculated to defray the costs which are incident to university residence.

A policy of providing financial aid to students who participate in athletics, when carefully regulated and limited in extent, is approved.

The University shall promote and insist upon sportsmanlike conduct on the part of those who participate in its sports, as well as those of the student body who support its teams. (RM, 4-9-53, pp. 4578- 79)

6.3.2 Mission Statement

The current Mission Statement of the Athletics Department:

The mission of the University of Oklahoma Department of Athletics Department is to inspire champions today and prepare leaders for tomorrow by providing an excellent nurturing environment to enable student-athletes to achieve their highest academic, athletic and personal aspirations. The Department of Athletics Department:

• is dedicated to the educational mission of the University of Oklahoma;

• maintains an appreciation of and support for the equitable opportunities for all student-athletes and staff, including women and minorities;

• adheres to and encourages principles of good conduct and sportsmanship including respect for self and others at all times; and

• emphasizes excellence and commitment to integrity in all its endeavors.
6.3.3 Rules Compliance

Any Athletics Department staff member who knowingly commits a major violation of an NCAA or Conference Big Eight rule or who conceals or attempts to cover up the violation of a NCAA or Conference Big Eight rule will be immediately fired and all contract rights will be terminated. Athletics Department staff members who commit violations of any NCAA or Conference rules shall be subject to disciplinary or corrective action as set forth in NCAA or Conference enforcement procedures. This provision shall be included in all Athletics Department letters of employment.

Any student-athlete who is knowingly involved in a major NCAA or Conference Big Eight rule violation will be subject to disciplinary, eligibility, or corrective action, as set forth in the provisions of the NCAA or Conference enforcement procedures. Declared ineligible and will not be permitted to compete in any sport.

The University President will meet yearly with the Athletics Department staff and emphasize the importance of compliance with NCAA and Conference Big Eight legislation.

The Athletics Department shall establish an Athletics Department Compliance Handbook, Recruiting Manual, and Booster Guide, have been developed by the Athletics Department, and approved by which shall be subject to the approval of the President, and are maintained on file in the Athletics Department.

A rules education program is shall be provided for all Athletics Department staff, student-athletes, and representatives of the University’s athletics interests. The Compliance Handbook will play a significant role in this educational effort. The Associate Assistant Athletics Director for Compliance and Enforcement will be responsible for the rules education program.

The University’s Legal Counsel will conduct regular meetings with Athletics Department staff regarding the current rules compliance education program interpretation.

The University shall notify its alumni and other representatives of its athletics interests of the absolute necessity of complying with NCAA and Conference Big Eight rules. The University’s Guide to Rules Compliance is compliance handbook shall be distributed to active representatives of its athletics interests to aid in compliance with NCAA and Conference Big Eight rules.

(RM, 12-8-88, p. 20802)6.3.4—DIRECTOR OF ATHLETICS

The Director of Athletics shall report directly to the President. The Director shall meet with the President’s staff on a regular basis. If this is so as to done, become familiar with the overall goals and priorities of the University and work with the rest of the Executive Officers in meeting those goals and priorities.

The Director of Athletics shall be responsible for the conduct of the athletics programs at The University of Oklahoma.
The Director of Athletics shall be directly responsible for the implementation of all Athletics Department regulations and policies.

All head coaches and department directors within the Athletics Department shall report directly to the Athletics Director of Athletics. All communications from head coaches or department directors within the Athletics Department to the President or to the Board of Regents concerning the operations of the Athletics Department for a particular sport or department shall be made through the Director of Athletics.

The Director of Athletics shall be responsible for establishing appropriate procedures for Athletics Department staff to work with the Athletics Council in recommending appropriate policies.

At the present time, The University shall be conducting a drug testing program for all student-athletes. The drug testing program shall be re-examined and necessary changes for improving and strengthening the program shall be made by the Director within 30 days, in accordance with policies approved by the Athletics Director of Athletics.
6.3.5—GENERAL STUDENT/ATHLETE REGULATIONS

A Student-Athlete Handbook shall set forth written procedures for the discipline of student-athletes for conduct both on and off the athletic field. These procedures should be developed immediately. The procedures should carry the clear intent and expectation of having a structured and consistent discipline plan for student-athletes, which will be demanded and enforced by the coaches or the Director of Athletics where appropriate.

A written code of conduct for all student-athletes shall be developed. It must include a dress code for student-athletes traveling to athletic events or participating in any event in which the student-athletes represent The University of Oklahoma. The code shall be included in the present Student Athlete Handbook. A copy shall be given to each student-athlete at the beginning of each year and shall be discussed with the student-athletes by the Executive Associate Director of Athletics for Compliance and the Associate Athletics Director of Athletics for Academic Affairs Standards.

A public relations and communications program for student/athletes is provided shall be established. Student-athletes often serve as representatives of the University. Many of them are unprepared for those responsibilities and need guidance and training to prepare them for this role.

A mentor program for all freshman student-athletes has been established. An alumnus or alumna and a junior or senior student/athlete in the same sport shall be assigned to act as a mentor for each new freshman student/athlete. Guidelines for the mentors have been developed by the Associate Athletics Director for Academic Affairs of Athletics.

A liaison from the Athletics Department shall be named to work with the Office of Career Services Planning and Placement. Every student-athlete is afforded the opportunity to determine the occupations or professions for which he or she is best suited. This person should work with the Career Services Office to find assistance with employment for athletes after graduating or leaving the athletic program, if they are not transferring to another college or university.

Any student-athlete charged with a crime (except traffic offenses or offenses not involving moral turpitude) will not participate on an athletics team while the charges are pending. If there is any question The student-athlete may request a review as to whether he/she should continue to participate on an athletics team while the charges are pending. That decision shall be made by the President, upon the recommendation of the Director of Athletics and the Athletics Council. The student-athlete’s scholarship will be continued unless it is determined for the immediate health and safety of the University that the student-athlete should be immediately suspended from the University. The Director of Athletics shall meet with the student-athlete and if an immediate suspension from the University is ordered, the student-athlete shall be entitled to a hearing within 15 days to determine if that administrative action was appropriate. Even if the scholarship is continued, the student-athlete may be removed from athletics dormitory facilities.
6.3.6—ACADEMIC STANDARDS

The academic plan for the Athletics Department shall be established to ensure the academic standards of the University are maintained by all Athletics Department personnel and all student-athletes. It shall be developed to ensure the graduation rate for student-athletes shall continue to be equal to or better than the graduation rate for all other students at the University.

An individual academic plan for each student-athlete entering The University of Oklahoma shall be developed. Each student-athlete’s progress in meeting that plan shall be monitored. Each academic plan should be devised so the student-athlete who enters as a freshman can anticipate graduation within a period of five years. Plans for transfer student-athletes should be devised so a student-athlete should graduate within an appropriate period of time after enrollment. Within every student/athlete’s plan of study there will be included appropriate courses in communication and writing skills.

The academic counseling of student-athletes shall be coordinated under the Associate Athletics Assistant Director for Academic Affairs Standards. All academic counselors within the Athletics Department, regardless of sport, shall report to and be under the direct supervision of the Associate Athletics Assistant Director Academic Affairs. The academic counseling within the Athletics Department shall be coordinated with other University academic counselors. Faculty members from throughout the University shall be encouraged to assist in the academic counseling of student-athletes.

The grade performance of all student-athletes shall be monitored. At mid-term each student/athlete must meet appropriate academic standards as determined by the Athletics Council. A plan shall be developed to ensure student/athlete’s class attendance. A reporting system for class attendance shall be maintained. When any student/athlete misses more classes than permitted under the Athletics Council’s policy, the student/athlete shall be no longer eligible for competition. A report of the academic progress of all student-athletes, including graduation rates, shall be prepared each semester and delivered to the President and the Athletics Council. Necessary study facilities for all student-athletes shall be established so student-athletes can attain their full academic potential.

In advance of the signing of any letter of intent or the awarding of any scholarship in any sport, the Associate Athletics Assistant Director for Academic Affairs Standards shall make a determination that the prospective student-athlete can meet the academic standards of the University. High school officials and counselors may be consulted regarding the prospective student-athlete’s character and potential for personal and academic success. Any prospective student-athlete who is not approved by the Associate Athletics Director for Academic Affairs or the Director of Athletics shall not be signed to a letter of intent or offered a scholarship by any Athletics Department personnel. Individuals must be eligible for admission under the regular or Alternate Admissions Standards of the University prior to enrollment. Appropriate forms for such certification process should be developed by March 31, 1989.

No athletic competition will be permitted during the scheduled final examination periods or for at least three days before the beginning of any final examination period. Practice sessions including weight training shall be limited during the examination period. Special permission for conference and NCAA competition may be granted by the President.
6.3.7---POLICY ON MISSED CLASS TIME

A. No intercollegiate athletics competition will be scheduled without the advance approval of the Director of Athletics (or the Director=s designee(s)), as follows:

1. No athletics competition is permitted during scheduled final examination periods with exceptions for Conference and NCAA post-season competition. Practice sessions, including strength and conditioning, shall be limited during examination periods, unless the participating student-athletes have completed all their scheduled examinations.

2. No team schedule or individual schedule will be approved if it provides that the team or individual will miss more than the equivalent of 10 full class days in any semester, computed as follows:

   (a) when a competition or travel associated with it is scheduled to commence prior to 1:00 p.m., one full day will be considered missed;

   (b) when commencement is after 1:00 p.m., no class days are considered missed because of the way in which student-athletes schedule their classes during their competitive seasons;

   (c) when the return travel from a competition is scheduled to terminate on any day after 1:00 a.m. but before 7:00 a.m., one-half day will be considered missed; and

   (d) when the return travel is scheduled to terminate after 7:00 a.m., one full day will be considered missed.

3. Exceptions are permitted for good cause, with justification documented, and satisfactory academic performance by the individual(s) involved.

4. In a questionable situation, the Director of Athletics is encouraged to consult with the Athletics Council.

B. The Director of Athletics Director or his/her designee will report to the Athletics Council at its first meeting of each academic year on exceptions under Paragraph A, above, occurring during the previous academic year.

C. An evaluation of compliance with Paragraph A, above, will be provided by the Academic and Student Life Subcommittee by an annual review and report to the Council not later than November each year on the previous academic year. Attention will be given to all the sports schedules and the worksheets showing time away from campus for all sports. Specifically, the worksheets will show the opposing team or name of the contest, the city and state where it took place, and the date(s) (and starting time, if appropriate). In addition, the worksheet will show clearly each instance in which one-half or a whole day of classes were missed. Any issue(s) regarding full compliance with this policy will be brought to the attention of the Council as a whole.

D. No class time shall be missed for practice activities except in conjunction with away-from-home competition.
E. Student-athletes are responsible for arranging with their instructors for making up any course work missed while participating in athletics competitions, including making arrangements with their instructors for making up missed tests and examinations in accordance with faculty policies established by the faculty as set forth in the Norman Campus Faculty Handbook.
6.3.8—COMPLIANCE

The Athletics Department Compliance Handbook Manual shall be prepared. It shall be completed no later than May 15, 1989. This compliance handbook shall summarize Conference Big Eight and NCAA rules and as well as include other provisions with which Athletics Department personnel, student-athletes, and other supporters of the athletics program should be familiar.

Written policies shall assign specific responsibilities in areas of rules compliance. The President, through the Athletic Director of Athletics, shall have direct responsibility for rules compliance and the overall responsibility for the athletics program.

An instructional program for all coaches and other Athletics Department personnel is ongoing and provides shall be established and maintained so they are aware of the NCAA and Big Eight Conference rules education.

An instructional program for all student-athletes and prospective student-athletes is ongoing and provides shall be established and maintained so they are aware of their responsibility as student-athletes to comply with NCAA and Big Eight Conference rules education.

An instructional program for all alumni and other supporters who participate with the Athletics Department in the recruiting of student-athletes has been shall be established and maintained, and is ongoing. They shall be provided a copy of the Conference Big Eight and NCAA rules, where appropriate, or with the Guide to Rules Compliance Handbook.

Critical areas of institutional University compliance include the regular participation of persons outside of the Athletics Department including, without limitation, the Director of Financial Aid, Director of Admissions, the Registrar, Faculty Athletic Representative, University General Legal Counsel, and others as appropriate.

The rules compliance program is the subject of annual evaluation by the Athletic Council consistent with the required evaluation under NCAA rules by an authority outside of the Athletics Department.

The rules compliance program is the subject of annual evaluation by the Athletics Council.
6.3.9—ATHLETIC DORMITORY SOONER HOUSING SECURITY REGULATIONS

There will be one or more resident advisors in each the Sooner Housing Center residential facility, athletic dormitory. Each resident advisor will receive the same training as resident advisors in all other University dormitories.

Each resident advisor and CSO shall report all incidents through the normal reporting channels. No person shall interfere with the resident advisor’s or CSO’s responsibility in carrying out this action.

There shall be established within the athletic dormitory complex a student/athlete dormitory council. There shall be a representative from each sport living within the dormitories on the council. The council may make recommendations to the Athletic Director for the adoption of rules and regulations within the athletic dormitories.

Because there is an ongoing investigation of activities occurring in Wilkinson Dormitory, all female visitation in that dormitory shall be prohibited. Re-establishment of visitation privileges will be reviewed at an appropriate time.

The Sooner Housing Center Wilkinson Dormitory shall be redesigned to limit and control access to the Center dormitory.

Jefferson House shall become a dormitory for female student/athletes. All males living on the first floor of the dormitory will be moved at the end of this semester into other athletic dormitories or University housing.

6.3.10—COACHES AND ATHLETICS DEPARTMENT PERSONNEL

The annual evaluation of each coach to determine merit salary increases shall include not only the successes of the athletics team he or she coaches, but the academic performance of the student-athletes participating in the sport coached. The same rule shall apply to the Director of Athletics and the Assistant/Associate Directors of Athletics.

Incentive payments for outstanding athletic success, such as a national championship, will not be made without a full evaluation not only of the athletic success of the team, but also of the academic performance of the team members.
Because of the national exposure of the athletics programs at The University of Oklahoma, the coaches, and other Athletics Department personnel will be expected to conduct themselves in an exemplary manner. (RM, 2-10-89, pp. 20905-8)

6.3.11—PRESIDENTIAL AUTHORITY TO MODIFY CERTAIN ATHLETICS POLICIES

The Board of Regents authorized the President of the University to may approve changes in athletics policies adopted by the Board at the February 1989 meeting (codified here as 7.20.1 through 7.20.6) and to shall report any such changes to the Board of Regents. (RM, 3-8-90, p. 21628, edited)
6.4—ATHLETICS TICKETS

FOOTBALL TICKETS

6.4.1—ATHLETICS DONORS PROGRAM

The donor seating program for men’s football and men’s basketball shall be established by action of the Board of Regents of the University of Oklahoma.

Revenue from donations for the suites, east side club seating, and the west side chairback seating in football and sections from LE1 through LE6 in men’s basketball shall be dedicated to Athletics Department capital needs and projects. Revenues from donations for the other locations in the Athletics Donor Program will continue to be dedicated to the general operational support of the Athletics Department, including such areas as academics, compliance, and gender equity.

STEP seating priorities are extended for a ten-year period, 1985-1994, as follows: (1) $5,000 per seat for underdeck priority, and (2) $2,000 per seat for deck priority. (RM, 11-8-84, p. 18169, edited)

6.4.2—TICKET PROCEDURES—HOME GAMES

Consistent with any action of the Board of Regents concerning priority seating, the Director of Athletics is authorized, with approval of the President, to develop procedures for implementation of the priority seating program. Holders of 1955 season tickets for home football games shall have the prior right to hold the same, or better, seats in the stadium in subsequent years, provided that they reorder within the period designated by the Athletic Department Business Manager.

The Director of Athletics, with approval of the President is authorized to develop a policy to be integrated with the donor and longevity priorities established by the Board of Regents in March, 1974. (RM, 12-12-74, p. 13279)

No preference will be shown to any group or the members of any group in improving seat locations, and the improvement of seat locations in the stadium shall be based solely upon policies and procedures developed by the Athletics Department, as approved by the President and consistent with Board of Regents action. The length of time season tickets have been continuously purchased by the ticket holder, except that the University football lettermen shall be given preference to the extent that they shall be allowed to purchase season tickets seated between the 10 and 35 yard lines on the east side upon their first season ticket purchases.
The right opportunity to reorder season tickets shall be transferable on death of the season ticket holder only to the surviving spouse, or immediate family member of the decedent, and if there is no surviving spouse or immediate family member of the decedent, such season tickets shall be made available to applicants for season tickets possessing priority as prescribed in the current football ticket policy of the Board of Regents.

A ten-year priority seating plan, 1982-1991, is established for Rows 29 and 30 in Sections three through eight on the west side of Oklahoma Memorial Stadium as follows: $5,000 per seat with donors annually rotated across Sections 3, 4, and 5, or 6, 7, and 8 so that all will have access to the most desirable sections. (RM, 5-13-82, p. 17002, edited; amended 5-27-82, p. 17012, edited)

ANNUAL DONORS PROGRAM

A donors program is adopted allowing priority seating in Oklahoma Memorial Stadium for those making annual contributions to the University within the following guidelines:

➤ No change in the present ticket policy will be made prior to the season ticket distribution for the fall 1975.

➤ No current season ticket holder who reorders tickets at the appropriate time will be denied seats at the regular price, and longevity in the continuous purchasing of season tickets will continue to be honored after donor priorities are met.

➤ The intent of this phase is to stimulate private giving which is essential to the future of the University and its athletic programs. We wish people to donate because they wish to support our programs, and offering priority in the sale of season tickets to such donors is at once an expression of appreciation and a stimulus for further giving. We are also aware that those who do not wish to donate or who are unable to do so should have every right to the purchase of a ticket, and to this end over 90% of the total seats in the stadium will be available to non-donors.

In order to accomplish the two-fold goal of priority seating for donors and maximum availability of seats for regular purchasers, the following guidelines are recommended for those donating to the athletic programs:

➤ Those donating $250 will have first priority to purchase one season ticket; those donating $150 will receive second priority for one seat; and those donating $100 will be
assigned third priority. Priority actually means choice of location as to an area of the stadium (not a particular seat). Donors may actually be in several sections. No section will be exclusively reserved for donors; however, it is anticipated that the center sections of the west side are considered the most favored.

Any donation which is to be considered in the priority system for the following season must be received prior to April 1 of each year. Present ticket holders have first priority in the annual donors program to retain their seats.

No donor may receive priority on more than 20 tickets.

Members of the faculty, 2-5-0 members, and those who have made substantial contributions to the University in the past should not be relocated unless they so request.

All funds donated to the Athletic Department through the annual donors program will be earmarked for scholarships. Earmarking these funds to help defray the $500,000 annual scholarship expenses of the Athletic Department will make available a like amount from other revenues of the Department to meet operational and capital needs. (RM, 3-14-74, pp. 12770-3, edited)

6.4.3—PRIORITY SEATING FOR DONORS TO NON–ATHLETICS PROGRAMS

A defined number of tickets shall be provided to the University for general University development for securing donations to non-athletics programs. The value of the tickets and the applicable donor component for all such tickets shall be transferred to the Athletics Department.

Priorities will be granted to individuals and not to businesses and corporations.

Priorities will be granted on an annual basis.

Priorities for those donating $1,000 or above will be the same as for those who donate $1,000 to the Athletic Department (four Priority I seats).

Priorities for those donating less than $1,000 will be granted for the total amount donated if an additional contribution of $100 or more is made to the Athletic Department. For instance, a $100 donor may receive priority for two Priority III seats by an additional $100 contribution to
the Athletic Department. It is understood that many new deck seats will be considered priority seats and donors may be assigned seats in this area. An additional 1,000 in the deck have already been designated as priority seats (beyond those committed to the STEP campaign).

Of the priority seats, a number not to exceed 500, 300 of which will be in the deck, will be designated for the use of the Vice President for University Affairs to be used in the Law Center campaign. (RM, 7-26-74, pp. 13 123-24, edited)

6.4.4—TICKET SURCHARGE

A beginning with the 1975 season a ticket surcharge, excluding the tickets of students, faculty, staff, and fans of visiting teams, will which may be instituted upon recommendation of the Athletic Director of Athletics with approval of the President. (RM, 10-18-74, p. 13218)

PRIORITY FOR AWAY-FROM-HOME GAME TICKETS

Courtesy Tickets
At the beginning of the 1975 football season, the University Board of Regents will discontinue the practice of offering courtesy football tickets at the price of $1.00 per seat per game. This revised policy supersedes and amends all previous Regents’ policies regarding courtesy tickets.

For the purpose of implementation of this policy, the courtesy ticket list shall be defined as it exists at the completion of the 1974 football season. This list shall include newspapers in the State of Oklahoma with under 1,500 circulation which have been extended courtesy tickets on an individual basis. Those individuals who have received this courtesy will be given this same option as other courtesy ticket holders with the exception that their regular seating priority will date from 1969, the date of implementation of this procedure.

To accomplish this transition, the administration of the University is directed to develop the details for implementation of this policy and to contact all present courtesy ticket holders on or before the date of mailing for the regular season ticket applications. They shall be extended the option of placing the tickets in either their individual names or the name of the institution or firm they represent. Those people who do not respond by the deadline for regular season ticket applications will forfeit their right to establish a seating priority under this policy.
6.4.5—COURTESY TICKET GUIDELINES

It is the policy of the Board of Regents to make available sufficient seats to accommodate the Governor, the members of the Congressional Delegation, the Lieutenant Governor, the Attorney General, members of the Legislature of the State of Oklahoma. The Administration is further directed to develop guidelines for the locations of these tickets and to distribute them to the individuals holding these offices on August 1 of each year. These seats will not be within the areas originally included in the “Annual Donors Program,” nor shall any seating priority accrue to individuals accepting these seats.

STATE OFFICIALS

Each year the Athletics Ticket Office will set aside tickets for the University to be used as courtesy tickets for State officials.

From these tickets the University will offer two tickets each to the Governor, members of the Oklahoma Congressional Delegation, the Lieutenant Governor, the Attorney General, and members of the Legislature of the State of Oklahoma, and as well as six tickets for the Governor, at no cost to the individual.

326 seats for these purposes are to be located in the upper deck immediately behind the “donors seating area” in a single continuous block. The location shall be in the sections located immediately on either side of the 50-yard line and beginning on row 11.

52 seats for these purposes are to be located in the lower section of the stadium below the “annual donors area”. The location shall be Section 5, Row 5, seats 7-22, Row 6, seats 1-20, Row 7, seats 1-4 and 7-10, Row 8, seats 5-12. These seats were used as legislative courtesy tickets in the past and will not require relocation of regular ticket holders.

These tickets will be provided without offsetting payments or transfers of funds from University accounts to the Athletics Department for the value of the tickets and the donor component of the sections closest to the courtesy seat locations.

Assistants in the State Attorney General’s Office shall be permitted to purchase tickets at the same price as University employees. (RM, 5-10-56, pp. 5406-5411; 10-11-56, p. 5515; 2-14-57, p. 5593; 5-13-71, p. 10924)

Other State officials who have received courtesy tickets in the past will be extended the option of purchasing season tickets at the regular price and shall be assigned a 19-year seating priority. These individuals must place the tickets in their individual names if they continue to purchase tickets and they will be subject to the same regulations regarding the “Annual Donors Program” as other regular season ticket holders.
MEDIA TICKETS

Those news media representatives who participated in the courtesy ticket program during 1974 shall be extended the option of purchasing season tickets at the regular price and can place the tickets either in the name of the company or individual names.

In addition to being assigned a 19-year seating priority, the seats held by these individuals during the last football season shall be exempted from consideration as a part of the “annual donors program” relocation procedures for a period of not less than five years. Each courtesy ticket holder in this category will be given the option of being assigned their previous seat locations.

In isolated instances, a 19-year seating priority may enable individuals to improve their location and they should be offered this option consistent with procedures for other regular season ticket holders.

In those instances, where the seat location of a media courtesy ticket holder is being replaced as a part of the stadium expansion program, these individuals shall be offered comparable seats in the new deck and these seat locations shall be exempted for a period of not less than five years.

Those newspapers with less than 1,500 circulation will receive no special privileges above those accorded to other season ticket holders with a 6-year priority.

COLLEGE AND UNIVERSITY PRESIDENTS

The presidents of Oklahoma colleges and universities shall be given the same options as those State officials referred to in paragraph 6 under “State Officials.”

STATE REGENTS FOR HIGHER EDUCATION

The Athletics Ticket Office will set aside each year for the University 20 tickets to use as courtesy tickets for the Chancellor and members of the Oklahoma State Board of Regents for Higher Education. From these tickets, the President will offer two tickets each to each member of the Board Oklahoma State Regents for Higher Education at no cost to the individuals. The seating location and details for implementation of this procedure are to be determined by the President prior to August 1, 1975.

These tickets will be provided without offsetting payments or transfers of funds from University accounts to the Athletics Department account for the value of the tickets and applicable donor component.

BOARD OF REGENTS

The Athletics Ticket Office will set aside each year for the University a number of tickets sufficient to provide each present member of the Board of Regents with four tickets and the
Executive Secretary of the Board and all living former Regents with two tickets each. All former Regents shall be allowed to purchase two additional seats, next to their courtesy seats, transferable only to a surviving spouse.

Each year prior to August 1, the Executive Secretary of the Board of Regents will certify to the President the number of tickets required to meet these commitments.

The University will offer the tickets to the persons mentioned above at no cost to the individual. The face value of tickets and any applicable donor component shall be transferred to the Athletics Department for any and all tickets provided for University development or as courtesy tickets.

These tickets will be provided with offsetting payments or transfer of funds from University accounts to the Athletics Department account for the value of the ticket and applicable donor component.

These tickets will be provided without offsetting payments or transfers of funds from University accounts to the Athletics Department account. [Note: As of 1993, then-President Richard Van Horn and then-Board chair E. Murray Gullatt agreed that Auxiliary Funds would be used to reimburse the Athletics Department for Regents’ tickets.]

The President of the University shall develop additional details for implementation of this policy and the number of courtesy tickets required to do so shall be delivered by the Athletics Department to him or his designee by August 1 each year for distribution. (RM, 2-13-75, p. 13356, edited)

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EMERGENCY CASES

The Business Manager of Athletics, Athletic Director of Athletics, with the approval of the President, of the University is authorized to deviate from any of the policies hereby established to take care of cases of unusual emergency. (RM, 5-10-56, pp. 5406-5411; 10-11-56, p. 5515)

BASKETBALL TICKETS

SEAT OPTION PLAN

A new seat option plan for home basketball games at Lloyd Noble Center is established. Monies generated from the plan will be used (1) to improve Lloyd Noble Center by the expansion and improvement of concession areas and rest rooms and by upgrading of the basketball facilities, and (2) to establish an endowment for the basketball program. Earnings from the endowment will be used to provide a secure financial base for the future of the program.
The new seat option plan will be in effect for 10 years, ending with the 1994-95 season. The options are available in pairs or in blocks on both the lower and upper seating levels. The options will be in effect for basketball games only, not other athletic, academic, or cultural events in Lloyd Noble Center.

The original seat option donors will have the right of first refusal for the seats they currently hold. In areas which are not currently seat option areas but will be so designated under the new plan, season ticket holders will have the right of first refusal. The current student seating area will continue to be designated for OU students. Faculty and staff members will be allowed to retain the season tickets they currently hold in the Center.

Tip-In Club members and season ticket holders who elect not to participate in the seat option plan will be reassigned to other areas on a priority system based on the number of years they have held season tickets.

Priority I Options require a donation of $2,500 per seat, with the exception that original seat option donors may retain their seats with a gift of $1,500 per seat. Priority II Options require a donation of $1,500 per seat.

Donors may make a one-time gift or may spread the contribution over a five-year period. The contribution for a seat option does not include the price of season or single game tickets. (RM, 11-8-84, pp. 18168-9, edited)

**BASKETBALL SCHOLARSHIP DONOR PROGRAM**

A Basketball Scholarship Donor Program (BSDP) is established as an annual program to fund basketball scholarships through private donations. Basketball seating priorities in Lloyd Noble Center will be extended to participants in this program as follows:

- **PRIORITY I** — $250 PER SEAT PER YEAR — FIRST CHOICE OF LOCATION
- **PRIORITY II** — $150 PER SEAT PER YEAR — SECOND CHOICE OF LOCATION
- **PRIORITY III** — $100 PER SEAT PER YEAR — THIRD CHOICE OF LOCATION

The location choices exclude Section LE 1 through LE 6 and the 14 student sections. It is anticipated that priority seating areas will be as follows:

- **SECTIONS LE 1 THROUGH LE 6 — TEN YEAR SEAT OPTIONS**
  - Sections LW 2, LW 3 and E 3 through E 5 — BSDP Priority I
  - Sections LW 1, E 2 AND E 6 — BSDP Priority II
  - Sections LS 1, LS 8, LN 8, E 1, E 7 AND W 1 THROUGH W 4 — BSDP Priority III

All current seat assignments will remain in effect until July 1, 1985 in order to give the present seatholder the first opportunity to retain his/her seat through the BSDP program. On July 1, all seating not retained through BSDP by the current seatholder will be subject to reassignment. New seating assignments will be made in the following order:
To patrons participating in BSDP Priority I
To patrons participating in BSDP Priority II
To patrons participating in BSDP Priority III
To non-BSDP patrons based on longevity/support.

In the event their current seat assignments are encompassed by BSDP priority seating, certain individuals will be exempted from the program and may retain limited current seats as follows:

- Faculty/staff personnel—exempt on two seats (faculty/staff benefits are limited to two seats per family where both husband and wife have faculty/staff status).
- Any sport letterman prior to 1940—exempt on two seats.
- Basketball lettermen 1940 and later—exempt on two seats. (RM’ 5-9-85, p. 18404)

Complimentary Tickets

A complimentary-ticket policy for basketball is established:

- Current members of The University of Oklahoma Board of Regents—four each in LE 3, 4 or 5 with the option of purchasing additional tickets in other locations as available.
- Former members of The University of Oklahoma Board of Regents—two each in best location available plus the option of purchasing two in the best seating available.
- The Governor of the State of Oklahoma—six tickets in LE 3.
- President of the University—eight tickets in LE 4.
- Former basketball lettermen—one each.
- Basketball coach—120 in various locations in LE 1 through LE 6 and 80 on the west side.
- Other basketball coaches and staff—limit of two each, all of which will be paid for out of unrestricted private monies.
- University Affairs—20 non-complimentary tickets for fund-raising purposes. (RM, 9-4-85, pp. 18564-5)
6.4.6—STUDENT ATHLETES COMPLIMENTARY ADMISSIONS AND TICKETS POLICY

Complimentary admissions or tickets may be provided to Athletics Department staff and to participating and nonparticipating student-athletes; provided, such tickets to student-athletes shall comply with current NCAA and Conference rules. Senior staff and coaches of the sport involved may receive up to four tickets each. All other full-time Athletics Department staff may receive up to two tickets each. Implementation of this policy shall be reviewed annually by the Associate Athletics Department’s Director, Director of Compliance Officer, University Legal Counsel, and the Faculty Athletics Representative. (RM, 3-10-77, p. 14343; 6-15-78, p. 15092; 9-4-85, p. 18597; 7-19-90, p. 21938)
The purpose of the Academy of University Fellows is to honor those individuals who have distinguished themselves by unusual commitment to the building of the University through giving or securing major resources for University development.

The title of “Fellow” is a mark of distinction and recognition with a history dating from the Fifteenth Century. Bestowed only by action of the Regents, it ranks with the highest honors awarded by the institution.

Nominees for appointment to the Academy of University Fellows will meet one or more of the following criteria:

- Distinguished service to the University on one or more of the following boards: The Board of Regents, the University Foundation Board of Trustees, the Board of University Development Fund, the Board of the University of Oklahoma Association, the Board of Visitors of the University.

- Recipient of the Distinguished Service Citation of the University.

- Donor of a major gift to the University.

- Demonstrated effectiveness in securing for the University a gift, grant, or resource of major significance to the development of the University. (RM, 12-13-69, pp. 10130-31)

{No appointments to the Academy have been made since 1973.}
7.1—GIFTS RECOGNITION PROGRAM

Annual gifts by alumni and friends of The University of Oklahoma provide important enrichment funds to all programs of the University and assist in strengthening ties and communication between donors and the University. To acknowledge and show appreciation for this important source of continuing support, the University will annually publish the names of donors and show appreciation to them through events, communication and other activities. Recognition will be awarded based on cumulative giving within one fiscal year and through special requests for anonymity will be honored.

Recognition will be awarded based on cumulative giving within one fiscal year and through special donor programs. The following University Wide Recognition Levels are proposed:

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<tr>
<th>Level</th>
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<th>Maximum Gift</th>
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<tbody>
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<td>$499</td>
</tr>
<tr>
<td>Crimson Circle</td>
<td>$500</td>
<td>$999</td>
</tr>
<tr>
<td>College Fellows</td>
<td>$1,000</td>
<td>$2,499</td>
</tr>
<tr>
<td>University Fellows</td>
<td>$2,500</td>
<td>$4,999</td>
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<tr>
<td>Second Century Council</td>
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<td>$24,999</td>
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<tr>
<td>The Vernon Parrington Society</td>
<td>$25,000</td>
<td>$99,999</td>
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<tr>
<td>The Everett E. DeGolyer Society</td>
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<td>The R. Boyd Gunning Society</td>
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<td>The David Ross Boyd Society</td>
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Credit toward annual recognition levels will be awarded based on the cumulative value of gift(s) made within the Annual Fund year.

UNIVERSITY OF OKLAHOMA ROLL OF DISTINGUISHED BENEFACTORS

A Roll of Distinguished Benefactors will be maintained recognizing individuals, foundations, corporations and estates for lifetime contributions exceeding $1 million.

DEFERRED GIFT RECOGNITION PROGRAM

The George Lynn Cross Society recognizes individuals who make irrevocable deferred gifts of $50,000 and greater to the University.
Donors will be recognized through a number of special programs, including:

- The President’s Partners designation for donors who give $100 or more in unrestricted funding;
- The President’s Associates designation for donors to this special program detailed within this section of the manual;
- The George Lynn Cross Society for donors who have created charitable trusts and other life income gifts that benefit the University or who have designated the University as a beneficiary of their will or life insurance policy; or
- The Seed Sower Society for donors whose lifetime gifts total $1 million or more.

7.1.1—GIFT RESTRICTIONS

Gifts may be unrestricted or restricted to the college, department, or program of the donor’s choice. Gifts also may be split.

7.1.2—ANNUAL FUND YEAR

Credit toward gift recognition levels is awarded for gifts made during the annual fund year. The annual fund year begins July 1 and ends June 30.

7.1.3—DONOR LISTINGS GIFT CREDIT

If requested, donor and spouse may be jointly listed with one gift. If a joint or preferred listing has not been indicated on the gift remittance form, only the individual receipted for the gift (check signer) will receive gift credit. If special, public recognition is planned — through a publication, signage, or an event — University Development will contact the donor to determine their intention for gift recognition. If requested, donor and spouse may be jointly listed with one gift. If a joint or preferred listing has not been indicated, University Development will contact the donor to determine who on the gift remittance form, only the individual receipted for the gift (check signer) will receive gift credit.

Individuals may be listed at all credited within the recognition levels listed previously. Individual gifts paid with company or business checks will be credited to the individual(s) who received the original solicitation or the individual assigned to receive donor credit on the gift remittance form if requested.
7.1.4—GIFT CREDIT

Donors will receive credit toward a specific gift recognition level for all gifts, regardless of designation, for cumulative gifts made during the annual fund year. Individuals also will receive credit for the total value of gifts matched through corporate matching gift programs. Spouses making separate gifts will receive separate recognition unless they request to be jointly listed.

Pledges are not credited toward a specific gift recognition level until the paid portion or entire paid balance exceeds the minimum gift level requirement. If the annual fund year concludes before a pledge is fulfilled, credit will be given for the amount of the paid portion.

RECOGNITION

Recognition credit will be given at the time a gift is made—or at the time a subsequent gift or gifts moves the donor(s) to a higher recognition category (during the same fund year). Recognition will be awarded based on the cumulative gift total during the fund year. (RM, 6-10-92, p. 22961)
7.2 — GIFTS TO THE UNIVERSITY

The University of Oklahoma actively encourages and appreciates gifts to the University that benefit students and the mission of the University. The purpose and conditions for gifts are expected to conform to the Board of Regents’ policy, Oklahoma State Regents for Higher Education policy and all applicable laws.

All gifts are accepted subject to the approval of the Regents. The Regents quarterly or at other times as appropriate will consider in total all gifts recorded since their last action. Certain gifts will be accepted individually by specific action including (1) all gifts in an amount equal to or greater than $50,000 that involve a permanent named fund — i.e., named scholarships, chairs, professorships, endowments, etc., or (2) gifts in an amount equal to or greater than $100,000 or (3) other gifts selected by the Vice President for University Affairs.

The President of the University will announce major gifts (over $250,000) at meetings of the Board of Regents. Special action by the OU Board of Regents is required when gifts involve the naming of OU University buildings and major facilities and the naming of OU University Colleges, Schools, and major programs.

The University of Oklahoma Foundation, Inc., is an independent organization with its own governing board and its own policies on accepting gifts. In certain situations that require action by the University — for example, establishing and filling a chair — the Foundation asks the University to join with it in accepting a gift and the acceptance of such gifts is covered by this policy.

The Board of Regents will looks favorably on gifts to the University unless there are clear and compelling reasons to decline. Possible reasons to decline a gift include (a) the funds were obtained from questionable sources or (b) the purpose for or conditions on the gift are illegal or not in accord with the mission and goals of the University or the policies of the Board of Regents. The Board of Regents reserves the right to decline gifts if in its sole judgment not accepting the gift is in the best interest of the University and the State of Oklahoma. (RM, 6-16-93, p. 23390)
MURRAY CASE SELLS BUILDING FUND AND FOUNDATION

The will of Murray Case Sells directed that the University “use not to exceed thirty per cent of the amount so received in the erection of permanent improvements on its main grounds or campus and that a suitable and permanent appropriate plaque be placed thereon bearing my name.”

The will further provided that the remainder of the bequest be set aside, designated and known as the “Murray Case Sells Foundation” and shall be used “in making loans at not to exceed four per cent per annum to deserving and needy persons in their attendance of such institution as a student therein.”

The Board of Regents approved the establishment of the “Murray Case Sells Foundation” account and the “Murray Case Sells Building Fund” account and directed that each distribution from the Sells Estate be deposited seventy per cent in the Foundation account and thirty per cent in the building account. (RM, 10-10-57, pp. 5810-11, edited)
7.3—NAMES OF BUILDINGS AND OTHER GIFTS SELECTED BY DONORS

The following policies and guidelines for endowed funds facilitate the processing of major gifts which are to be used primarily for endowment purposes:

1) Donors, the University, and if applicable, the University of Oklahoma Foundation, Inc., must agree on terms before a gift is accepted, either as an endowment or an expendable account.

2) The Development Office should be notified immediately when a prospective donor inquires into establishing an endowment. The Development Office or designated development officer will work with the academic dean, department head, and a representative of the University of Oklahoma Foundation, Inc., or Regents’ Fund in establishing the endowed fund and developing the terms of the agreement.

3) Each endowment will have specific guidelines that detail the purpose(s) of the endowment and provide a method for obtaining approval of changes in the endowment guidelines and procedures.

4) The University of Oklahoma or the University of Oklahoma Foundation, Inc., will may seek changes through probate to any bequeathed endowment that has guidelines that are in violation of University policy and/or statutory regulations law.

5) Investment of endowment funds will be administered by the officially designated governing boards. (The University of Oklahoma Board of Regents will approve the investment policies for the Regents’ Fund. Investment of endowment funds in the University of Oklahoma Foundation, Inc., will be administered by the Trustees of the Foundation in compliance with the Foundation’s investment policy.) A donor may express his/her preference for investment of assets, but final determination will be made by the appropriate governing board.

6) The principal may be deposited as the initial gift or accumulated over a period of time, determined at the time the gift is accepted.

7) Unless otherwise stipulated by the terms of the gift, earnings on the endowment fund shall be made available for expenditure in accordance with the spending policies of the appropriate board. Endowments in the Regents’ Fund will be administered according to the Regents’ Fund Spending Policy as approved by the Board of Regents. Endowments in the University of Oklahoma Foundation, Inc., will be administered according to the guidelines adopted by the Trustees of the University of Oklahoma Foundation, Inc. It is the intent of the spending policies to maintain the purchasing power of endowment income and to protect the real value of the endowment for future generations.
7.3.1—ACADEMIC PROGRAMS

To name a college, school, or department will require a significant endowment that will generate resources to strengthen and build excellence in academic and research programs. All naming requests require approval by the President and the Board of Regents.

7.3.2—BUILDINGS

Buildings included in the University’s list of priority needs may be named in recognition of a major gift for construction. Generally a building may be named for one-half of the private funds required for the project or for one-half of the estimated cost of construction, unless otherwise stipulated as part of a University-approved fund-raising campaign with naming guidelines. New buildings to be constructed with a combination of private, state and federal monies may suggest different naming requirements that will be established with approval by the President and Board of Regents.

Other new buildings may be named by a donor for the cost of construction.

Existing unnamed buildings on campus (i.e., buildings not named for an individual) may be named for a significant endowment that will generate sufficient resources to strengthen and enrich programs housed in the facility or that will provide for continued maintenance and operations of the building.

SPECIAL FACILITIES WITHIN BUILDINGS

Laboratories, auditoriums, classrooms, and other special rooms or facilities within existing or future buildings may be named for one-half of the estimated value (to be placed in an endowment) of the facility or the full cost of renovation.

7.3.3—NAMED GARDEN OR LANDMARKS

Existing gardens or landscaped areas of campus may be named with the establishment of an endowment to support annual plantings and upkeep.

Creation of new gardens or campus landmarks may be named for the donor for the cost of construction and an arrangement for annual upkeep.

7.3.4—ENDOWED FACULTY POSITIONS

The establishment of endowed faculty positions is encouraged for the opportunities they provide to enrich and strengthen the teaching and research programs of the University in perpetuity.

An endowed chair or professorship enables the University to strengthen its academic programs by recruiting, recognizing, or retaining nationally renowned educators, scholars, and researchers and to
provide them with enrichment funds that support and strengthen their academic activities. It is proposed, therefore, that each endowed faculty position will be supported in part by a State-funded faculty line.

Earnings from the endowed positions also may be used to support travel, equipment, supplies, and staffing needs of the position. When the position is not filled, all or a part of the annual earnings will be returned to the principal. Earnings not returned to the principal may be encumbered to provide monies for recruiting, start-up funding, equipment, or supplies for the appointee.

Endowed faculty positions will be effective when the full donor funding component is received.

For all endowed faculty positions, the dean will be the principal account sponsor and a representative of the University of Oklahoma or The University of Oklahoma Foundation Inc., as appropriate, will be second account sponsor for all endowed faculty positions.

Named Endowed Deanship — Requires a minimum endowment of $2.5 million. Earnings may be used to support the salary and professional activities of the dean and/or for the academic enrichment of the college.

Named Endowed Chair — Requires a minimum endowment of $1 million, which can be provided entirely from private sources or through $500,000 in private funding matched by $500,000 from the Oklahoma State Regents’ Endowment Program.

Named Endowed Professorship — Requires a minimum endowment of $500,000, which can be provided entirely from private sources or through $250,000 in private funding matched by $250,000 from the Oklahoma State Regents’ Endowment Program.

Named Presidential Professorship — Recommended endowment of $150,000.

Named Endowed Lectureship — Requires a minimum endowment of $100,000.

Annually Funded Named Professorship — Requires a minimum annual gift of $50,000.

Named Research Endowment — Requires a minimum of $50,000. Earnings will provide research stipends and/or grants for faculty.

Named Endowed Research Award — Requires a minimum endowment of $50,000 and will be used to recognize and encourage excellence in scholarly or scientific research.

Named Endowed Superior Teaching Award — Requires a minimum endowment of $50,000 and will be used to honor excellence in teaching.
7.3.5—ENDOWED AND ANNUAL GRADUATE STUDENT POSITIONS

A strong, competitive graduate program is important to the University’s mission as a major comprehensive research university. An important component in attracting outstanding graduate students is the University’s ability to provide competitive stipends and fellowships.

**Named Endowed Graduate Research Fellowship** — Requires a minimum recommended endowment of $150,000.

**Named Endowed Graduate Fellowship** — Requires a minimum recommended endowment of $100,000.

**Named Endowed Graduate Scholarship** — Requires a minimum recommended endowment of $50,000.

7.3.6—ENDOWED AND ANNUAL UNDERGRADUATE SCHOLARSHIPS

The University of Oklahoma is committed to providing a high quality undergraduate education to a diverse student body. To recruit outstanding undergraduates and/or assist needy students, a wide variety of scholarships are required.

**Named Endowed Scholarship Funds** — May be established for a minimum with a suggested recommended endowment of $10,000. This generally will support one scholarship on an annual basis. The amount of the scholarship will be limited by the annual earnings.

**Named Four-Year Scholarship Funds** — May be established for a minimum with a recommended suggested endowment of $40,000. This generally will enable the scholarship recipient to maintain the award for four years, contingent upon maintaining minimum standards of academic performance and progress toward a degree. The fund will generate earnings to award one four-year scholarship each year, allowing for a maximum of four students to hold the named scholarship at one time.

**Named Endowed Alumni Scholarship** — Requires a minimum May be established with a recommended suggested endowment of $15,000.

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**SCHOLARSHIP GUIDELINES**

A constant effort will be made to keep scholarship guidelines flexible to alleviate any possible difficulties that would make it impossible to administer the scholarship in any one year.

Scholarship guidelines cannot exclude students on the basis of race, color, sex, religion, creed or national origin, sex, age, religion, disability, political beliefs, or status as a veteran.

In compliance with the Internal Revenue Code, donors will not be permitted to select the recipients of the scholarships which they sponsor.
All criteria for endowed scholarships should be predetermined and outlined prior to approval and acceptance by the University and the University of Oklahoma Foundation, Inc., if applicable.

Scholarship recipients will should communicate annually during the term of the scholarship with the donors of the endowed scholarships.

**ANNUAL UNDERGRADUATE SCHOLARSHIPS**

**Named National Merit Scholarship** — Requires an a minimum annual gift of $2,000.

**Alumni Scholars** — Requires an a minimum annual gift of $1,000, although smaller contributions may be pooled with other gifts to make annual awards.

**Named Dean’s Scholarship** — Requires an a minimum annual gift of $1,000.

**Named Upperclass Dean’s Scholarship** — Requires an a minimum annual gift of $1,500.

7.3.7—ENDOWED LIBRARY COLLECTIONS

The University of Oklahoma Libraries are the largest and most comprehensive in the State. To continue the Libraries’ development as a major research libraries, the University encourages the creation of endowed library collections which aim at achieving national eminence.

1) New named collections require a minimum endowment of $50,000 to $2 million, depending on the requirements for achieving national eminence in a selected field.

2) A Named Library Acquisitions Endowment Fund requires a minimum endowment of $10,000.

3) Named endowed library collections will be established with the approval of the Dean of University Libraries on the Norman Campus, the Senior Vice President and Provost of the Health Sciences Center Campus, or the Director of the Law Center, as appropriate.

4) The use of income will be determined by the Dean of University Libraries, Senior Vice President and Provost of the Health Sciences Center, Provost or Director of the Law Center, as appropriate, after consultation with a prospective donor.

5) Gifts of books, manuscripts, artifacts, and other materials are subject to the guidelines established by the University of Oklahoma Libraries and require no minimum. Donors will be properly identified and acknowledged on or in each item. (RM, 9-18-69, pp. 10054-55; 1-20-86, pp. 18809-10; 1-21-88, pp. 20082-3; 6-10-92, p. 22962; 11-10-92, p. 23140)
7.4—NAMES OF CAMPUS FACILITIES

The Board of Regents will formally approve the naming of major campus buildings or additions. The Board also reserves the right to approve or deny the naming of any campus facility, other than that which designates the type of work done therein, as a way to ensure that no name is given to a campus facility that does not reflect the ideals of the institution; and no facility shall ordinarily be named after individuals who are members of the active faculty or staff of the University. (RM, 7-10-62, p. 7139)
In order to acquire property for The University of Oklahoma and to provide a vehicle for financing capital improvements through the issuance of tax-exempt bonds, the Trustees of The University of Oklahoma Foundation, Inc., created a public trust authority.

The Regents accepted the beneficial interest in the new trust. (RM, 4-17-69, pp. 9802-13, edited)
7.5—PRIVATE FUND-RAISING

The President of The University of Oklahoma is responsible to the Board of Regents for all private fund-raising for the institution University. The President may delegate responsibility for the function, but such delegation does not diminish his responsibility. This policy applies to all elements of the University and is designed to assist the President in coordinating and directing this very important function in the operation of the University. (RM, 9-2-76, p. 14089)
THIS SECTION MOVES TO SECTION 5 OF THE REGENCY POLICY MANUAL
7.6—REQUEST FOR FUNDS FROM THE UNIVERSITY OF OKLAHOMA FOUNDATION, INC.

7.6.1—LOANS

No University official may request or receive a loan from The University of Oklahoma Foundation, Inc. unless said request has been authorized by the University of Oklahoma Board of Regents. Requests must be submitted to the Board of Regents and must include as a minimum, (1) the rationale for the loan, (2) the amount of the loan request, (3) the proposed term of the loan, (4) the source of funds for the repayment of the loan, and (5) the recommendation of the appropriate campus executive officer and the President. Upon authorization of the Board of Regents, the Chairman of the Board of Regents shall forward the loan request to the President of The University of Oklahoma Foundation, Inc. for action.

7.6.2—GRANTS AND AWARDS

No University official may request or receive any money from The University of Oklahoma Foundation, Inc. unless said request has been authorized by the President of The University of Oklahoma. Requests for such funds shall be reviewed and approved by the appropriate dean or director, the appropriate campus executive officer, and the President. Upon authorization by the President, the request shall be forwarded to the President of The University of Oklahoma Foundation, Inc. for action.

This policy does not prohibit cash advances that are contractual arrangements between The University of Oklahoma and The University of Oklahoma Foundation, Inc. which are covered by contracts approved by University Legal Counsel and authorized by the University of Oklahoma Board of Regents, nor does it prohibit short term (180 days or less) cash advances that The University of Oklahoma Foundation, Inc. might provide a University department or college to meet a temporary cash flow requirement (e.g., football bowl game expenses pending receipt of conference allocation, immediate settle up with promoters for concerts held at Lloyd Noble Center, international travel, student group travel, etc.).

Additional information is available through The University of Oklahoma Foundation Inc.’s printed and online publication, “Guidelines For Use Of Foundation Funds.”

(RM, 3-21-95, p. 24298)
SOONER ASSOCIATES FOR EXCELLENCE

The Regents endorsed the formation of Sooner Associates for Excellence and directed the President and his staff to work out the details of such an organization, which would provide a contingency fund for the University through membership fees. (RM, 9-18-69, pp. 10055-56, edited)
7.7 — **OKLAHOMA STATE REGENTS’ FOR HIGHER EDUCATION ENDOWMENT TRUST FUND PROGRAM**

The President of the University is authorized to submit appropriate requests to the Oklahoma State Regents for Higher Education to participate in the State Regents’ Endowment Trust Fund Program. (RM, 10-12-88, p. 20587)
7.8 — THE UNIVERSITY OF OKLAHOMA
PRESIDENT’S ASSOCIATES

The OU President’s Associates Program is the University’s principal source of unrestricted enrichment funds dedicated to academic purposes. The President manages and administers the distribution of the unrestricted Associates Program funds to accomplish the goals of the University, to address important needs, and to take advantage of special opportunities that will benefit the academic mission of the University.

The President’s Associates Program includes the following levels:

Young Associates be allowed to designate one-half of their annual gift (minimum $500.00) to a college, school, department or academic program of the donor’s choice. Currently, donors at all other annual levels may restrict one-half.

$1,000 annual Associate participation, which will recognize an individual donor.

$2,500 annual gift, designated as an Honored Associate, which may carry the name(s) of a couple, individual or company.

$5,000 annual gift, designated as a Distinguished Associate, which may recognize an individual, couple or company.

Life Associate, which will recognize an unrestricted gift of $25,000 to the Associates Endowment. Only the earning will be expended. A Life Associate listing will bear the name of a single individual and will remain on the active list throughout the individual’s lifetime.

Endowed Associate, which will recognize an unrestricted gift of $50,000 to the Associates Endowment. Only the earnings will be expended. The Endowed Associate listing will bear the name of an individual or couple, or may be listed in memory of an individual or couple. The designation is carried on the active list in perpetuity.

The Deferred Associate and Corporate Associate designations have been eliminated. Deferred donors, who make irrevocable gifts through a will or trust, will be acknowledged through a new recognition program. Corporate donors will be recognized under the expanded categories.

1) Young Associate – Recognizes an individual donor 39 or younger for an annual contribution.

2) Annual Associate – Recognizes an individual donor for an annual contribution.

3) Honored Associate – Recognizes an individual, couple, or company for an annual contribution.
4) **Distinguished Associate** – Recognizes an individual, couple, or company for an annual contribution.

5) **Life Associate** – Recognizes an unrestricted gift to the Associates Second-Century Endowment. An individual who becomes a Life Associate will be listed as such throughout his or her lifetime.

6) **Endowed Associate** – Recognizes an unrestricted gift to the Associates Second-Century Endowment. Individuals or couples who become Endowed Associates will be listed as such for life.

Gifts to the Associates program must be for academic purposes. The special purpose of the Associates program is to obtain unrestricted funds for academic purposes, and unrestricted gifts will be encouraged. An Associate may elect to restrict one-half of the annual gift to a college, school, department or academic program of the donor’s choice.

All gifts received through the President’s Associates Program are used for academic purposes. The entire gift may be given unrestricted, or one-half may be designated to a college, school, department, or academic program. **All gifts are tax deductible.**

- Restricted funds will be administered by the dean or director of the college, school, department, or academic program of the donor’s choice and must be used for academic purposes. The appropriate dean will submit a report at the end of each fiscal year outlining the use of the Associates Program funds within the college.

- Expenditure of unrestricted gifts will be made at the discretion of the President. Any recommended expenditure of $100,000 or more must be approved by the OU Board of Regents. All expenditures will be reported to the Regents quarterly.

Grants may be awarded to projects that:

- Strengthen the academic program immediately and directly.

- Enable the department or program to position itself for additional external funding.

- Directly benefit or provide special opportunities for students.

- Correct a critical need of the a college, school, or department or provide important teaching or research materials and equipment.

- Address a strategic goal of the University.

An Associates Council will be formed from current participants to serve as a national advisory council to assist the University with its private giving and development activities through the Associates and Annual Fund Programs.
The full costs of the fund-raising activities and personnel associated directly with the President’s Associates Program will be paid from the President’s Associates’ Program funds and such costs are not to exceed 12% of the funds raised each year. Up to twelve percent of the President’s Associates Program gifts, both restricted and unrestricted, will be used to defray costs of administration of the program. These funds are subject to the normal budget approval and control processes of the University. (RM, 5-10-79, p. 15544; 1-12-84, pp. 17785-86; 10-15-91, p. 22615; 6-10-92, p. 22958; 1-25-94, p. 23699; 9-13-94, pp. 24001-02; 6-16-96, p. 24922; 9-9-98, p. 26066; 12-6-01, p. 27807)
7.9—UNIVERSITY OF OKLAHOMA FOUNDATION, INC.

This Corporation is formed for charitable, benevolent, religious, educational, and scientific purposes, and has no stated capital.

This Corporation is created, and shall be administered and operated exclusively, for the benefit of The University of Oklahoma, insofar as the same shall be in the aid of charitable, benevolent, religious, educational, scientific, and literary purposes, as, in the judgment of the Trustees, shall be in furtherance of the public welfare and done to promote the well-doing or well-being of mankind. Such distributions of the Corporate assets shall be made at one time, or from time to time, and at such times, and in such manner and amounts, as the Trustees in their absolute discretion shall deem to be proper.

This Corporation is organized as the successor to The University of Oklahoma Foundation, a Trust Estate, established on the first day of December 1944, by Trustees, who by the original indenture of trust were empowered to incorporate in order to more conveniently or efficiently administer the said Trust Estate and its successor.

In the event of the termination or liquidation of the Corporation, for any reason, after all liabilities of the Corporation have been paid, the remaining assets of the Corporation shall be turned over to The University of Oklahoma, to be used for scientific, literary, or educational purposes, as its Board of Regents (or governing body) shall in its sole discretion determine, subject to any restrictions or limitations placed upon said funds when accepted. (Foundation Articles of Incorporation, 1987, edited)

Additional information is available through the University of Oklahoma Foundation Inc.’s printed and online publication, “Guidelines For Use Of Foundation Funds.”
7.10—ALUMNI/DONOR RECORDS

7.10.1—MAINTENANCE OF RECORDS

University Development is committed to maintaining an updated, current listing of alumni and friends. Therefore, any information received by any campus division regarding name, address, family history, degree, etc., of any alumnus should be forwarded to University Development. Although alternative or parallel databases may be created in other campus locations, these are to be considered auxiliary, and any information regarding alumni records should be transferred to University Development.

7.10.2—REQUESTS FOR INFORMATION

All requests for alumni information from any University division should be directed to the manager of Alumni/Donor Records in University Development. Such requests will be forwarded to the appropriate University Development administrator manager for approval, and then forwarded to The University of Oklahoma Foundation, Inc., where they will be subject to the approval of the President of the Foundation.
7.11—APPROVAL OF ALL FUNDRAISING ACTIVITY

The Vice President for University Development has final authority in all policy matters regarding the raising of private funds at The University of Oklahoma. Any fundraising activity, whether on behalf of students, faculty/staff, colleges, or programs, must be approved by the Vice President of University Development prior to being initiated. The Vice President will maintain a system by which any and all gift solicitations above $5,000 are assigned, tracked, and managed. Furthermore, any communication developed for potential donors, whether individuals, corporations, or foundations, must be approved by the Vice President for University Development. This includes proposals, letters, brochures, and pledge or gift cards. This policy is designed to protect the University’s friends and alumni from multiple solicitations by the University’s divisions OU’s colleges and programs. If multiple University divisions seek to solicit the same prospective donor, the President of the University may be asked to make the ultimate decision on which division might move forward with a solicitation.
7.12—ORGANIZATION OF UNIVERSITY DEVELOPMENT

The Vice President of University Development will have sole authority with the President of the University to oversee all aspects of development and alumni affairs. The Vice President of University Development will oversee management of the alumni association and assume responsibility for annual, major, corporate, and foundation giving for both the Norman and Health Sciences Center campuses. In addition, the Vice President also will regulate fundraising efforts within all colleges and programs divisions of the University. Although these colleges/programs may choose to hire development officers to operate on their behalf, the Vice President of University Development must approve any fundraising activity connected with these efforts.
7.13—RECEIPT OF GIFTS

All gifts to The University of Oklahoma should be received by University Development, Whitehand Hall, 339 W. Boyd, Norman, Oklahoma 73019 or by the University of Oklahoma Foundation, Inc. The Vice President of University Development shall have administrative responsibility for all gifts coming to the University, though individual campaign names may be incorporated in that address. University Development will forward gifts for deposit and receipting to the University of Oklahoma Foundation, Inc., or the OU Regents Fund, as appropriate, where they will be assigned to the appropriate account based on the donor’s wishes. Acknowledgements of gifts will be prepared by University Development.
7.14—SCOPE OF DEVELOPMENT ACTIVITY

The office of University Development, at the direction of the Vice President, of University Development will coordinate solicitation efforts, aimed at alumni, friends, faculty/staff, students, reunion classes (and other such subsets of alumni), corporations and foundations. These constituencies will be solicited for support via any means deemed appropriate, including personal contact, telephone, or direct mail. Campaigns directed by University Development might include annual, capital, special needs, college, unrestricted, endowment, or planned gift. Gifts to support the University may be restricted to a college, department, or program, or may be designated as unrestricted and allocated by the President wherever the need is greatest.
7.15—USE OF UNIVERSITY OF OKLAHOMA NAME IN FUNDRAISING

The use of the name *University of Oklahoma* of the University in any form in fundraising appeals shall be restricted to the University of Oklahoma Office of Development Office.
7.16—WAYS TO GIVE

Donors can help The University of Oklahoma through several gift methods. These gifts may be designated to certain programs or unrestricted for use where the need or opportunity is the greatest. Certain methods of giving provide tax or estate planning benefits. The University of Oklahoma Foundation Inc., staff is available to share expertise in these areas with donors and their attorneys and tax advisers.

CASH GIFTS OR PLEDGES

A gift of cash or a pledge over a period of years is the most direct way to support the University. Checks should be made payable to “The University of Oklahoma Foundation, Inc.”

SECURITIES

Stocks, bonds, certificates of deposit, and other securities may be donated to the University through The University of Oklahoma Foundation, Inc.. Depending upon circumstances of the gift, The University of Oklahoma Foundation either will manage or liquidate the securities to achieve the donor’s goals.

GIFTS OF PROPERTY

Many donors contribute their personal residences, farmland, commercial, or other property to the University through The University of Oklahoma Foundation, Inc.. Certain personal property, including works of art, books, furnishings and other valuables, may be appropriate gifts to enhance a particular discipline or one of the University’s museum or library collections.

DEFERRED OR PLANNED GIFTS

An increasingly popular method of giving is the charitable remainder trust, of which there are two varieties – the charitable remainder unitrust and the charitable remainder annuity trust. Both can be funded through a gift during a donor’s lifetime or through a testamentary disposition. Both provide life income for the donor and/or a designated beneficiary(ies).

Life insurance can become a gift of much greater value than the actual money expended when the policy is given to the University through The University of Oklahoma Foundation, Inc., which is named as the beneficiary. The donor either can pay up the entire policy or make annual contributions to The University of Oklahoma Foundation, Inc., for the cost of the premiums.
The University of Oklahoma Foundation, Inc., often is named beneficiary in the wills of University alumni and friends. The donor may elect to leave all or part of an estate to benefit the University.

MEMORIALS

Donors may establish a fund to honor the memory of a loved one, friend or mentor or contribute to an existing fund for that purpose. Not all such funds are memorials, however, for a number of donors also make contributions to honor individuals during their lifetime.

MATCHING GIFTS

Many corporations match the gifts their employees make to the University. Donors are asked to consult their employers, to determine if such a program exists in their firm.