

The University of Tulsa

Summer Term 2017 "Important Enrollment Information"

The most current offerings of courses can be found on the TU web site:

<http://www.utulsa.edu/courses/schedule>

Any Undergraduate or Law student who wishes to take more than 12 hours or four courses in a single summer term must have the written approval of his or her dean.

REGISTRATION FOR SUMMER TERM 2017

Registration for the summer term begins on Monday, March 27, 2017. Students who have a hold (financial or otherwise) will not be able to enroll for summer classes until the hold(s) has been lifted by the following offices:

Business Office Hold	Pete Sandman McClure Hall, Room 106
Admission Hold	Undergraduate Admission or International Student Services
Academic/Dean's Hold	Academic Advisor
Disciplinary Hold	Mike Mills Hardesty Hall

Undergraduate Registration Procedure at The University of Tulsa

High school graduates, or the equivalent, may seek approval to enroll in summer term courses for which they have the prerequisites, without seeking admission to the university as degree seeking students. Summer students **who are not continuing University of Tulsa students** must submit an application/registration form to the Office of Admission. Transcripts of previous high school or college work are not required, however, advisors may request a transcript to verify prerequisites.

Enrollment in the summer term does not guarantee admission for the fall or spring semesters. Students who plan to continue their studies or pursue a degree at TU should contact the Office of Admission regarding admission requirements and application procedures. Credits earned in the summer as an undergraduate non-degree seeking student may be applied toward a University of Tulsa degree.

To enroll for summer school classes, follow these steps:

1. Complete the application/registration form for the undergraduate summer session available on the website at <http://www.utulsa.edu/courses/schedule> and submit it to the Office of Admission, by mail or facsimile. [Note: Students who were enrolled at The University of Tulsa for the Spring, 2017 term or are admitted for Fall, 2017 term should see their academic advisor to enroll in summer school classes and do not need to submit this form.]

2. Upon entrance approval from the Office of Admission, an academic advisor will enroll the student in the classes selected on the submitted form and the student will be billed according to the current tuition rate per semester hour.

Concurrent Enrollment for High School Students

Qualified high school students may apply for admission to take 1000 – 2000 level college courses through the Concurrent Enrollment program. Students should have at least a 3.5 high school grade point average and a 25 Composite on the ACT or 1130 combined Math and Critical Reading scores on the SAT Reasoning Test to be considered for the Concurrent Enrollment program.

Concurrent students must complete a Concurrent Enrollment application form and request that their high school submit an official transcript and School Approval form to the Office of Admission, The University of Tulsa, 800 S. Tucker Dr., Tulsa, OK 74104. (Forms are available from the admission office.) Concurrent applicants are also asked to schedule an individual appointment with the dean of admission by calling 918-631-2307. Acceptance to the program is determined by the admission office based on academic and personal qualifications. Course selections are subject to prerequisites and/or approval from the professor and the number of hours a student may take is limited. Accepted students must reapply each semester to continue concurrent enrollment. Tuition for concurrent enrollment is one half the regular tuition rate.

Graduate Admission and Registration

All graduates are admitted and enrolled through the Office of the Graduate Dean in Lorton Hall. Enrollment forms should be obtained from and approved by the Graduate Program Advisor prior to being presented to the Graduate Dean for final approval.

International Students

In order to enroll in Summer Courses, International students who have never attended TU must either have been admitted for the Fall 2017 semester or show evidence of good standing at a recognized college or university by submission of an official transcript to the Office of International Students, Hardesty Hall. Graduate students see "Graduate Admission and Registration" above.

Summer Term Dates

The majority of summer courses are offered in 5-week or 7-week sessions. The dates listed with each course indicate the session in which the course is offered.

5-week sessions:	May 22 - June 23
	June 26 - July 28
7-week sessions:	June 12 - July 28

Holidays

Classes will not meet on Monday, May 29 (Memorial Day), or Tuesday, July 4 (in honor of the Fourth of July Holiday).

Hours

Monday through Friday.....8:00 a.m. - 5:00 p.m.

Beginning June 2nd through August 4th

University non-essential offices will close at noon on Fridays.

Payment of Accounts

Undergraduate Tuition Rates for 2017 Summer Term

Initial Enrollment 2010-2011 or earlier	\$1,298.00 per credit hour
Initial Enrollment 2011-12/2012-13	\$1,361.00 per credit hour
Initial Enrollment 2013-14/2014-15	\$1,387.00 per credit hour
Initial Enrollment 2015-16	\$1,453.00 per credit hour
Bachelor Science/Nursing-RN	\$605.00 per credit hour

Graduate Tuition Rates for 2017 Summer Term

Graduate.....	\$1,235.00 per credit hour
Doctoral Nursing Practice.....	\$1,040.00 per credit hour
Master of Athletic Training	\$800.00 per credit hour
Master-Energy Business.....	\$900.00 per credit hour

Law Tuition Rates for 2017 Summer Term

Law Tuition Rate.....	\$1,000.00 per credit hour
American Law for Foreign Graduates	\$1,325.00 per credit hour
LLM-Energy Law.....	\$1,325.00 per credit hour and
Professional Development Fee	\$1,000.00
Law Master's Program.....	\$946.00 per credit hour
Law Native American Research.....	\$946.00 per credit hour
Master Juris Indian Law.....	\$948.00 per credit hour
Master-Juris Energy Law	\$1,135.00 per credit hour

Applicable undergraduate tuition rates will be determined according to policy as established by The University of Tulsa.

International Student Services Fee:
Assessed of all International Students.....\$100.00

Figures in this section are subject to change without notice at the beginning of the summer term.

Prices quoted for travel courses may be in addition to the above tuition charge. Students enrolled in study-abroad courses should consult with the Center for Global Education or the program instructors concerning the amounts and due dates for payment of additional study abroad and travel expenses.

As a University of Tulsa student, it is your responsibility to ensure that all educational expenses are paid during the semester in which they are incurred. If financial aid does not cover all of your expenses, you may either pay the balance in full or participate in the University of Tulsa's Monthly Payment Plan.

The University of Tulsa provides e-statements on a monthly basis on all accounts with an unpaid balance regardless of pending aid, payment plans, or financial support from other off campus

sources. You will receive an email at your utulsa email address advising you that a statement is available for review at <http://portal.utulsa.edu>, click on view and pay my account. It is your responsibility to ensure that your financial obligations to TU are resolved in a timely manner.

Payment of current semester charges or payment arrangements must be made by 5:00 p.m. on the first day of classes. Payment arrangements may include the monthly payment plan, pending financial aid, or a combination. Payment plans may be set up by accessing <http://portal.utulsa.edu> > view and pay my account.

Payments not made when due will be subject to a finance charge of 1 1/2% per month.

Currently enrolled students with an unpaid balance may be eligible to enroll in a subsequent semester provided that:

The student balance includes current semester charges only.
AND

The student has established an university approved payment plan, at least one payment of that plan has been processed, and the terms of the payment plan allow for payment in full of the current unpaid balance by the start of the semester in which the student wishes to be enrolled. AND

The student balance is not in excess of \$5000

A failed payment plan will result in cancellation of enrollment.

If the account remains unpaid, the University reserves the right to suspend or withdraw you from classes; withhold grades, transcripts, and diplomas; deny you future enrollments; and require you to move from student housing.

The University accepts charges on valid VISA, MasterCard, American Express and Discover credit cards.

Refunds: If a student withdraws from his/her courses at the university, he/she may receive reduction of tuition based upon the following schedule. The reduction shall be calculated from the date on which application for withdrawal is received in the Business Office. The university shall follow federally mandated refund schedules as they apply. **Non-attendance of classes does not constitute an official withdrawal or drop.**

REFUND SCHEDULE

1 day.....	100%
2-3 days.....	80%
4-6 days.....	50%
7-9 days.....	25%
After 9 days.....	None

Financial aid recipients receiving refunds will have their refunds returned to the proper aid accounts as determined by the Student Financial Services Office pursuant to Federal guidelines. The prescribed order of refund distribution is to FFEL programs, Federal Perkins Loan program, Federal Pell Grant Program, and to other Student Financial Aid Programs.

Deadline Schedule

The University of Tulsa will follow federally mandated withdrawal policies as they may apply. Regular deadline for dropping courses, declaring Pass/Fail, withdrawing, and declaring audit are scheduled as follows:

Length of Course	Deadline for Dropping a Course or Declaring Pass/Fail or Declaring Audit	Deadline for Withdrawing
5 Weeks	5 Days	4 Weeks
7 Weeks	7 Days	6 Weeks
10 Weeks.....	10 Days	8 Weeks

Last day to add a class varies by course. Check with Instructor to obtain approval for adding course after class begins.

University Policies

Voluntary Withdrawals:

A degree-seeking student desiring to withdraw must discuss the matter with their advisor. The request for withdrawal must be approved by the college dean. Non-degree seeking students are strongly encouraged to meet with an advisor before withdrawing.

Medical/Psychological Withdrawals:

Students who withdraw for medical or psychological reasons should submit a written request to the Director of the Center for Student Academic Support (CSAS). A request for a medical or psychological withdrawal must be supported by a letter from the attending physician or mental health practitioner. Readmission to the University is contingent upon receipt of a letter from the attending physician or mental health practitioner indicating the student is able to attend classes. Withdrawals for psychological reasons must include a 90-day absence from the University. Requests for Medical/Psychological Withdrawals must be submitted to the Director of the Center for Student Academic Support (CSAS). Supporting documentation for the student's return to the University must be received by the Director of the Center for Student Academic Support (CSAS) at least 30 days before readmission.

Non-Voluntary Withdrawals:

Students may be required to withdraw from the University for habitual delinquency in (absence from) class, habitual idleness or any other behavior which prevents the student from fulfilling the purposes implied by registration in the University. Grades of "W" will be entered for each of the courses in which the student was registered. Students who have been required to withdraw must apply for readmission to their dean in the same manner as a dismissed student.

Grades of students withdrawing with official approval will be determined as follows:

Students who withdraw from the University due to documented extenuating circumstances before the end of the course adjustment (drop/add) period will not receive a grade. Students who withdraw from the University after the end of the course adjustment (drop/add) period, but prior to the end of the withdrawal period without documented extenuating circumstances will receive a grade of "W".

Students who are required to withdraw during a given term will have the notation *Involuntary Withdrawal (date)* entered on their permanent academic record following the semester in which the action occurred.

Undergraduate Incomplete (I) Grades:

Students who are doing passing work but who, because of serious illness or other legitimate extenuating circumstances, cannot complete their course work may, at the discretion of the instructor, receive a grade of I (incomplete). Incompletes will not be granted, without an exceptionally good reason, to students who have been absent excessively during the term nor to students who have merely failed to complete course work.

When the instructor grants an incomplete, a "Record of Incomplete" form must be filed in the office of the undergraduate dean. This form, which is to be signed by the instructor and, should specify what must be done to remove the incomplete and give a deadline for the completion of unfinished work. **The contract will be attached to the course grade report for inclusion in the student's official file in the Office of Registration and Records.** The incomplete grade will remain on the student record for no more than one year. After that time, unless the course work is completed and the instructor changes it to an alternate grade, **the Office of Registration and Records will change the Incomplete to an F. Students with more than 9 credits of I will not be permitted to enroll in courses at the university without the permission of the Office of the Dean.**

Dismissal:

Students who remain on probation for two consecutive semesters are subject to dismissal from the university. Those who fail more than 50 percent of their **grade point hours or earn a GPA of 1.0 or less** for any academic year are subject to dismissal even if they have not previously been on probation. Students who are subject to dismissal are not considered to be making satisfactory progress toward their degree.

Pass/Fail Policy

Some courses may be taken on a pass/fail basis in which grades of A, B, and C are recorded as pass (P), grades of D are recorded as D and grades lower than D are recorded as Fail (F).

For limitations on courses that may be taken Pass/Fail, consult your advising office. Your intention to take a course on Pass/Fail basis can be made to the Academic Advisors any time up to the end of the deadline for dropping a course (see Deadline Schedule).

Identification Cards

Identification cards, obtained from Fisher Hall are required for all students and University employees. These cards must be carried at all times when on campus and presented to University officials upon requests. They are required for admission to the University libraries and residence halls, for access to many campus activities, and for check cashing identification at the business office.

Parking Permits

All students, staff, and faculty members must register motor vehicles that are to be parked on university parking lots. Parking permits and copies of parking regulations should be obtained from the ID and Parking Office located in Twin Towers.

Family Educational Rights and Privacy Act

Annually, The University of Tulsa informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FER-PA) concerning alleged failure by the institution to comply with the Act.

Copies of the law as recorded in the Federal Register may be reviewed in the Student Affairs Office, along with the statements and policies which govern The University of Tulsa's compliance with the provisions of the Act.

Nondiscrimination

The University of Tulsa employs, advances, admits and treats in its employment and educational programs, all persons without regard to the race, color, national origin, gender, age, religion, handicap, or status as a veteran.

Satisfactory Academic Progress-SAP

Federal regulations require that all recipients of student financial assistance make satisfactory academic progress toward a degree or eligible certificate. Students applying for assistance through the Federal Pell Grant, Federal SEOG, Federal Work Study, TEACH Grant, Oklahoma Tuition Aid Grant (OTAG), Oklahoma's Promise, Federal Perkins Loan, Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, Direct Parent PLUS Loan and Direct Graduate PLUS Loan programs must meet THREE requirements to maintain their financial aid eligibility at The University of Tulsa.

1. **QUALITATIVE:** Students are required to maintain a minimum cumulative grade point average.
2. **QUANTITATIVE (PACE):** Students are required to complete (pass) a minimum **67%** of hours they attempt
3. **MAXIMUM TIME FRAME:** Students must complete their degree within a timely manner. (see table below)

These three requirements are summarized in the following charts. Failure to meet ALL of these minimum academic standards will result in the loss of federal financial aid eligibility. Students are expected to know, based on this Satisfactory Academic Progress Policy, when they may be placed on ***Financial Aid Warning, Financial Aid Suspension or Financial Aid Probation**. Satisfactory academic progress is reviewed at the end of each semester once grades have been posted to the academic transcript.

1. **Qualitative-Grade Point Average Requirement** - Each student must meet a required minimum cumulative grade point average to remain eligible for federal student aid.

Satisfactory Academic Progress Policy Requirements	Undergraduate Hours	Graduate Students	Law Students
Total Hours Attempted from all Institutions	All Hours	All Hours	All Hours
Minimum Cumulative GPA Requirements	2.00 GPA	3.00 GPA	2.00 GPA

2. **Quantitative (Pace) - Satisfactory Completion of Hours Requirement** - Students must also successfully complete and pass 67% of all courses they attempt. Grades of A, B, C, D, F, P, I, MG, W and all courses dropped within the first three weeks of the semester are all considered attempted hours. All transfer and repeat hours are included in this calculation. Please refer to the Financial Aid Satisfactory Academic Progress Standards charts for [Undergraduate Students](#), [Graduate Students](#), [Law Students](#) and [PhD Students](#).

$$\text{Quantitative (Pace)} = \frac{\text{Total Number of credit hours successfully completed}}{\text{Total number of credit hours attempted}}$$

Percentage of cumulative attempted hours a student must complete to remain eligible for Federal Student Aid	Undergraduate Students	Graduate Students	Law Students
Students must successfully complete:	67% of attempted courses	67% of attempted courses	67% of attempted courses

3. **Maximum Time Frame for Degree Completion** - Students must complete their degree program within an allotted time frame to remain eligible for financial aid. The chart below indicates the time frame in which a degree must be acquired. Be aware that hour limits are cumulative; therefore, all accepted hours from all institutions attended will be included, even if a student did not receive federal student aid. The Office of Student Financial Services Office recommends that students contact their academic advisor to ensure they are taking the courses necessary to complete their degree. Grades of A, B, C, D, F, P, I, MG, W and all courses dropped within the first three weeks of the semester are all considered attempted hours. All transfer and repeat hours are included in this calculation. Once students reach their maximum time frame (150% of the published length of the program) for their specified degree, they will be placed on Financial Aid Suspension and are no longer eligible for federal student aid. If there are extenuating circumstances that prevented acceptable progress, students may request an extension of eligibility by submitting a petition to the Office of Student Financial Services Office. All petitions for federal financial aid reinstatement should be received no later than the first day of class in the semester the suspension takes effect.

<p>Attempted Hours Allowed for Earning a Degree - 150% of the published length of the degree program</p>	<p>186 hours First Bachelor's Degree</p>	<p>54 hours - First Master's 135 hours - Ph.D. 132 hours - Law</p>	
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Repeated Coursework

Students may receive federal financial aid consideration to repeat a previously passed course once. Students may repeat failed courses until they have attained a passing grade. An "Incomplete" grade (I) that remains on the academic record at the time satisfactory academic progress is reviewed will be treated as not completed but the attempted hours will be counted. Upon completion of the Incomplete (I) course, the grade and course will be given due credit in future consideration.