Information for Students and Faculty

Knowing Your Three-Rs: Rights, Responsibilities, and Resources

College of Engineering, University of Hawaii at Mānoa

Fall 2011

We have the responsibility of providing undergraduate students in the College of Engineering at the University of Hawaii at Mānoa with a curriculum that allows for graduation from an accredited program in four years. We promise to provide you with the opportunity to provide feedback on the use of your engineering student fees and to post how they are used. We will provide graduate students a high-quality research environment and adhere to the policies of the Faculty Senate and the Graduate Division concerning authors’ recognition of contributions to their work.

Undergraduate and graduate students also have responsibilities, as described in Section II. If, at any time, you do not believe we are fulfilling our responsibility to you, you should talk to the instructor or department chair. If you are not satisfied with the response, please contact the Dean’s office in Holmes 250. We expect our faculty to maintain high standards, as described in Section I below.

If a student has fulfilled all of his/her responsibilities as set forth in this document (Section II) and believes that a faculty member has failed to meet any of the responsibilities stated in this document (Section I) or has acted arbitrarily and/or capriciously in the exercise of these responsibilities, the student may initiate action to achieve remedy. Such action should be taken in accord with the Academic Grievance Procedures.

I. RESPONSIBILITIES OF FACULTY

In the classroom, in seminars, in the laboratory, or other instructional setting, and in conference, faculty members are expected to adhere to the highest professional standards of behavior and conduct. The responsibilities of faculty members include, but are not limited to, the following:

A. to provide instruction as scheduled with class meetings beginning and ending at the stated times, and to comply with other stipulations of the UH-M calendar and examination schedule (e.g., not giving examinations within the last two weeks of instruction, and giving final exams only at the specified time and place—all non-project related classes are required to have a final exam); if a class cannot be held at the scheduled time due to illness or travel, a replacement class (may be recorded) will be offered to the students at a reasonable place and time or a qualified substitute provided;

B. to post and maintain reasonable office hours;

C. to exhibit behavior that does not interfere with the rights of other faculty and students to learn or carry out their research or creative activities;
D. to provide students equitable and unbiased treatment in an educational climate free from harassment and discrimination based on race, color, religion, national origin, status as veteran, sex, disability, arrest and court record, age, and sexual orientation;

E. to provide students with sufficient and timely information, in writing, on the standards they are expected to meet and the procedures used to evaluate their achievements in their academic program, including an explanation of degree requirements, course objectives, general grading policy, attendance policy (see II,B), and related matters;

F. to ensure that each course offered is in fundamental accord with the latest course description provided at the beginning of the course;

G. to permit students who act in accordance with the responsibilities indicated in "Responsibilities of Students" (Section II) to complete any course in which they are enrolled;

H. to provide students timely evaluation in a fair, objective, and consistent manner;

I. to retain student papers, tests, projects, reports, and examinations, as well as any other records maintained for the purpose of issuing grades, through the ensuing semester unless returned to the students;

J. to allow students to question and discuss the options, written materials, and other data considered part of each course or instructional program;

K. to adhere to the policies of the Faculty Senate and the Graduate Division concerning authors’ recognition of contributions to their work by students and others (refer to Standards of Ethical Conduct for Research and Scholarly Activities and Procedure for Handling Unethical Misconduct in Research and Scholarly Activities; and

L. to refrain from any interference with the Academic Grievance Procedures, or from any retaliatory action against a student because the student has filed a grievance.

II. RESPONSIBILITIES OF STUDENTS

In the classroom, in seminars, in the laboratory, or other instructional setting, and in conference, students are expected to adhere to the highest academic standards of behavior and conduct. The responsibilities of students include, but are not limited to, the following:

A. to exhibit behavior which does not interfere with the rights of other students and faculty to learn or carry out their research or creative activities;

B. to attend classes, seminars, and laboratories or follow other courses of study as required by the instructor and/or degree committee, recognizing that absences or deviation may adversely affect the final grade and/or progress in a degree (or
C. to fulfill assignments and requirements as described by the instructor and/or degree committee, recognizing that failure to do so may adversely affect the final grade and/or progress in a degree (or certificate) program;

D. to see an advisor once a semester to discuss your academic progress and allow you to register for classes;

E. to abide by all safety guidelines established by the College: attend a lab safety class and sign an *Assumption of Risk, Release, and Indemnity Agreement* for each lab; not to work alone in high-risk labs; not to eat or drink in any lab; to notify campus security at 956-6911 in case of an accident or other emergency.

F. to provide required written or other required materials to the degree committee in a timely fashion, allowing the faculty sufficient time to adequately review such materials;

G. to abide by the UH-M *Student Conduct Code* and other academic regulations in effect at UH-M;

H. to follow the Academic Grievance Procedure in pursuing redress of an academic grievance, as failure to do so may result in dismissal of the grievance;

I. to recognize that the burden of proof rests upon the grievant; and to refrain from frivolous grievances.

Reference: *Academic Grievance Procedures*

Rev. 8.24.11