

Office of Student Affairs

Academic Grievance Procedures

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I. RESPONSIBILITIES OF FACULTY

In the classroom, in seminars, in the laboratory, studio, practicum 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 exhibit behavior which does not interfere with the rights of other faculty and students to learn or carry out their research or creative activities;
- B. 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;
- C. 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 (if relevant) an explanation of degree requirements, course objectives, general grading policy, attendance policy (see II,B), and related matters;
- D. to ensure that each course offered is in fundamental accord with the latest course description provided at the beginning of the course;
- E. 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;
- F. 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;
- G. to provide students timely evaluation in a fair, objective, and consistent manner;
- H. 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; Summer Session papers should be retained through the Fall semester;
- I. to allow students to question and discuss the options, written materials, and other data considered part of each course or instructional program;
- J. to maintain reasonable office hours during the semester at times which are mutually convenient to students and faculty;
- 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](#), dated April 1992); and
- L. to refrain from any interference with these academic grievance procedures, or from any retaliatory action against a student because the student has filed a grievance.

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The logo for the Office of Student Affairs, featuring the text "Office of Student Affairs" in white on a green rectangular background.

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II. RESPONSIBILITIES OF STUDENTS

In the classroom, in seminars, in the laboratory, studio, practicum 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 certificate) program;
- 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 provide required written, artistic, or other required materials to the degree committee in a timely fashion, allowing the faculty sufficient time to adequately review such materials;
- E. to abide by the UH-M **Student Conduct Code** and other academic regulations in effect at UH-M;
- F. to follow this Academic Grievance Procedure in pursuing redress of an academic grievance, as failure to do so may result in dismissal of the grievance;
- G. to recognize that the burden of proof rests upon the grievant; and
- H. to refrain from frivolous grievances.

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III. RESOLUTION OF ACADEMIC GRIEVANCES

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 this **Academic Grievance Procedure**.

The procedure to resolve grievances is outlined below and must be initiated not later than the end of the semester following the one in which the cause of the grievance occurred. Since the AGC is not ordinarily convened during summer sessions, grievances deriving from spring semester or from either summer session will usually be heard during the subsequent Fall semester. However, if necessary and as requested by the grievant, a hearing before an ad hoc grievance committee may be arranged by the Dean of Students.

- A. **Step 1** – The student shall attempt, insofar as possible, to resolve the problem with the faculty member(s) involved. In the attempt to resolve the matter with the faculty member, the student may wish to consult, in the following suggested order:
1. the Department Chairperson (or the Graduate Faculty Chairperson, if appropriate);
 2. campus mediation services (as available); and/or
 3. the Dean of Students.

In addition, any combination of the above may be approached to assist in an informal resolution.

- B. **Step 2** – Failing to resolve the problem at Step 1, the student/grievant shall prepare a formal complaint in writing indicating:
1. the statement of facts as the grievant perceives them, citing specific violations where possible;
 2. the remedy sought by the grievant; and
 3. the respondent's statement or actions, if any, during or after the consultations under Step 1.

This written complaint is presented to the department chairperson (or the graduate faculty chairperson, if appropriate) of the respondent, with a copy for the respondent, and must be filed within 10 workdays of the date on which the outcome reached in Step 1 is known to the grievant. For the purpose of this procedure, where there are no departments or where the respondent is the chairperson of the department, the dean of the school or college shall assume the responsibilities of a department chairperson. If the department chairperson (or the graduate faculty chairperson, as appropriate) becomes aware that sexual harassment is a possible basis of the academic grievance and the grievant confirms this opinion, the department chairperson (or graduate faculty chairperson) will notify, in writing, the Director of the Equal Employment Opportunity/Affirmative Action Office that said academic grievance may involve sexual harassment. In such cases the department chairperson (or graduate faculty chairperson) will provide the grievant a copy of the **UH-M Sexual Harassment Policy and Procedures (E1.203)** and the **Discrimination Complaint Procedures for Employees, Students, and Applicants for Employment or Admission (A9.920)**. Notwithstanding this notification, the procedures for academic grievance shall continue as stated below.

The department chairperson (or graduate faculty chairperson) shall meet separately with the grievant and the respondent, or if both parties agree, jointly, to discuss the complaint. Within 10 work days of receipt of the written complaint, the department chairperson (or graduate faculty chairperson) shall complete any consultation and shall notify in writing the grievant and respondent of the department chairperson's determination and decision in a letter sent registered mail, return receipt requested, sending a copy of the findings to the dean of the school or college or to the Graduate Division Dean, as relevant.

- C. **Step 3 (Appeal)** – Failing to achieve a satisfactory solution at Step 2, the grievant may file an appeal in writing via the Office of the Dean of Students with the chairperson of the AGC. Such filing must be done within 10 workdays after the grievant has been notified of the decision reached and any action(s) taken at Step 2. The grievant shall provide as part of the appeal complete copies of all materials associated with Steps 1 and 2 and shall notify the chairperson of the AGC of the names of other custodians of relevant material which the grievant may not possess. It is the responsibility of the chairperson of the AGC to ensure that all notifications required under Section IV,B, are accomplished.