

70.1 Student's Rights and Responsibilities

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1. Purpose. Individuals who participate in Eastern New Mexico University- Roswell (ENMU-Roswell) programs and services have defined rights as well as responsibilities. Occasionally problems develop between a student and a member of the ENMU-Roswell staff that need to be resolved fairly through a well-defined process.

2. Overview. The following section on Student's Rights and Responsibilities serves to define the rights and responsibilities of a student as well as a process for resolving problems that develop between a staff member and a student. Most of the time, a problem is the result of a simple misunderstanding of what is expected from the other person. Direct communication between the student and the staff member will usually resolve these matters. The following regulations incorporate a definition of a student's rights and responsibilities and both formal and informal means of the due process and conflict resolution.

3. Student's Rights. Each student has the following defined rights:

- A. Right of access to scheduled class meetings and appropriate instructional and support services.
- B. Right to a syllabus describing course objectives; evaluation procedures; major course requirements such as term papers, book reviews, field trips and reports; and rules of attendance, grading, and conduct.
- C. Right to have instruction that begins promptly; is presented in a clear and concise manner; and provides relevant, structured activities consistent with the contact hour requirement of the course.
- D. Right to be treated in a humane, ethical, fair and unbiased manner, both in the classroom and in all communication and contact with the instructor.

The concerned student should request an individual conference with the staff member involved to clarify and remedy the specific violation. The student is to start where the problem originated.

If the matter is not resolved, the student may pick up a Conflict Resolution Form (in the Vice President for Student Affairs office) and request a conference with the appropriate supervisor.

4. Student's Responsibilities. Each student has the following defined responsibilities:

- A. Responsible for selecting a program of study that is consistent with his/her interests, skills and abilities.
- B. Responsible for selecting courses that are consistent with his/her program objective and readiness level.
- C. Responsible for enrolling for a schedule of courses in accordance with the time and effort allocated to academic requirements.
- D. Responsible for being punctual and attending classes.
- E. Responsible for being attentive and for appropriately participating in class activities.

F. Responsible for completing all class assignments as directed by the instructor.

G. Responsible for consulting with the instructor as soon as possible if problems arise.

H. Responsible for complying with official announcements.

I. Responsible for seeking appropriate support services, to improve his/her level of academic achievement and to enhance the quality of college life.

J. Responsible for behaving in a humane, ethical and unbiased manner both in the classroom and in all communication and contact with the instructor, other staff members and other students.

5. Appealing Violations of Student Rights. A substantial violation of a student's rights may be appealed in accordance with the following procedure:

1 If the matter is a disciplinary problem, the concerned student should request an individual conference with the staff member involved to clarify and remedy the specific violation. If the problem is not resolved the student should speak with the Assistant Vice President (AVP) of the appropriate area. If the matter is not resolved to the satisfaction of both parties, the student or staff member may request a conference with the Vice President for Student Affairs.

If the problem remains unresolved, the student may request a hearing with the Student Disciplinary Committee. The Student Disciplinary Committee is an Ad Hoc committee consisting of two faculty members, two student representatives and a professional from the Advising Center and Retention Center. The student may add information to their previously submitted appeal if desired, so that it identifies the rights allegedly violated, specific circumstances and evidence of violations.

2. If the matter is an academic problem which impacts grades and before one year from posting of grade has not elapsed. (Please note that failure to comply with the order stated below may void the appeal process):

A. Student must first speak with the instructor of the course in question to attempt to resolve the issue.

B. Student meets with the Lead Instructor, if problem remains unresolved.

C. Student then meets with the Assistant Vice President of the appropriate division, if the problem remains unresolved to the satisfaction of the student.

D. Student may submit a written appeal to the Academic Standards Committee (ASC).

The Academic Standards Committee is comprised of the following representatives: Faculty (all areas represented), Professional Staff, Support Staff, Academic Advisor, and the Assistant Vice President. The Executive Director of Student Affairs chairs the committee.

Appeal process:

Student must fill out and submit Petition form and provide appropriate documentation of support to the office of Admissions & Records. Appeal form may be located online on the Admissions & Records homepage or by visiting this office.

Faculty member, course or division in question will be notified by the ASC of such petition no later than 10 calendar days (excluding holidays) from initial received date of petition. In this notification, faculty member will have the opportunity to come by Admissions and Records Office to review documentation from student. They must notify the Executive Director of Student Affairs within 10 calendar days (excluding holidays) if they wish to review documentation or waive their right to review. If reviewed, they will present

the proper documentation in writing pertaining to the student's appeal within 10 calendar days (excluding holidays).

Documentation received will only be reviewed when submitted by student and faculty in question. On the rare occasion when clarification may be necessary, verbal communication may only be given at the request of the ASC.

The student may review documentation provided by faculty member and add information that identifies the rights allegedly violated, specific circumstances and evidence of violations no more than 10 calendar days (excluding holidays) after faculty member has submitted their responses. No further submissions will be allowed from either party at this time.

Recommendations from the ASC will be sent directly to Student, Faculty member and Vice President for Academic Affairs. The student may request a conference with the Vice President for Academic Affairs if the matter is not resolved to their satisfaction after ASC has made their recommendations within 10 calendar days (excluding holidays) of written notification.