



Frequently Asked Questions – Students

What campus resources are available to support me during the conduct process?

If you need an accommodation(s) to access the conduct process, please reach out to our office and we will work with the Student Disability Support Specialist to determine what accommodations will be provided. For more information on resources at CNU, including information about Counseling Services and Disability Support, please visit: <https://cnu.edu/life/>. You can also contact CHECS prior to any meeting to ask questions about the process or procedure.

Who can report an incident?

Anyone in the community can report an incident. You can report an incident on our website or use this [link](#). If you report an incident, you may be asked to meet with the Center for Honor Enrichment and Community Standards to share your perspective in more detail. You can also report to CNU Police by calling 757-594-7777 24/7.

Can I report an incident anonymously?

You can submit an incident report anonymously to either CHECS or CNUPD but unless you provide really specific information it may be difficult for either office to take formal action on the information, but we will always look into the matter further. You can complete an anonymous incident report by just indicating anonymous on the link in the question above or through CNUPD you can complete a [Silent Witness Report](#).

I received a Notice of Incident. What does this mean? What do I do?

A Notice of Incident means that you were alleged to have been involved in behavior that may violate policy. The Notice of Incident lists charges that indicate possible policies that may have been violated and asks you to call 757-594-7190 to schedule an Initial Conference. The Initial Conference is your opportunity to respond to the alleged charges and share your side of the story. You are encouraged to schedule a meeting so that your perspective is included in the information about the incident. A Notice of Incident is not a determination of responsibility.

How are charges determined?

The charges listed within the Notice of Incident are alleged violations that could have been possible based on the information provided in the initial incident report received by CHECS. Your attendance at an Initial Conference will provide additional information to help determine if the violations occurred.

What happens if I do not schedule and attend my Initial Conference?

If you do not schedule and/or attend an Initial Conference, your perspective will not be included in the information about the incident. This means that the Center for Honor Enrichment and Community Standards will only be able to determine responsibility based on information available. This could result in all alleged charges being considered true and the assignment of appropriate sanctions. Our staff will make a reasonable attempt to contact a student before making a determination of responsibility without their perspective. You will be responsible for completing all sanctions assigned, even if you do not attend an Initial Conference.

What happens after the Initial Conference/meeting?

After you share your perspective in the Initial Conference, the Center for Honor Enrichment and Community Standards will review the information available, meet with any other witnesses or people involved, and then make a determination whether or not you are responsible for violating University policy. Once our staff completes a review of all of the information available, including your perspective, you will receive an outcome letter that outlines the conduct officer's decision and any applicable sanctions.

What if I do not check my campus email, or do not open/see the email?

A student is considered to have been notified as soon as a letter or communication is sent out from the Center for Honor Enrichment and Community Standards. It is your responsibility to check your campus e-mail account and respond.

Where can I find the Student Code of Conduct?

The Student Code of Conduct is part of the [Student Handbook](#), which is available online on the Center for Honor Enrichment and Community Standards' website.

Can I appeal the outcome of my case?

For Student Code of Conduct violations or non-academic Honor Code Violations when the sanctions DO NOT include suspension or dismissal from housing or suspension or dismissal from the University can be appealed to the Director of CHECS or their designee. The appeal must be made, in writing, (refer to your outcome letter) within five (5) business days from the date of the letter. The appeal must outline a due process violation or introduce new information that was not available at the time of the Initial Conference.

Student Code of Conduct violations or non-academic Honor Code Violations when the sanctions DO include suspension or dismissal from housing or suspension or dismissal from the University are eligible to be reviewed by the Student Honor Council. A student must request a review in writing, using the Review Request Form, within five (5) business days from the date of the letter.

Academic violations of the Honor Code are eligible to be reviewed by the Student Honor Council regardless of the sanctions assigned. A student must request a review in writing, using the Review Request Form, within five (5) business days from the date of the letter.

To appeal the finding(s) or sanction(s) resulting from a Hearing Panel/Honor Panel: The VPSA/Dean of Students or their designee may only consider appeals based on two issues:

- New information now exists that was unknown at the time of the panel proceeding. this new information must be so significant that it would likely alter the panel's decision on violations or their recommendations on sanctions
- Provisions for a fair hearing set out in Section G. Panel Procedures (pg. 23) were not followed and that failure resulted in fundamental unfairness.

Disagreeing with sanction(s) does not constitute fundamental unfairness. Given the importance of the appeal, students should craft a clear and thorough letter outlining their concerns based on the grounds in which they are appealing along with any supporting documentation they may have. The appeal should be submitted to the VPSA/Dean of Students or their designee within five (5) business days of the panel decision. The decision of the VPSA/Dean of Students or their designee is final.

How are sanctions determined?

Sanctions are assigned if a student is responsible for violating University policy. Sanctions are intended to hold students accountable while helping them learn and reflect on their decisions and behavior. Sanctions are determined on a case by case basis and consider the behavior, the needs of the individual student, the student's judicial history, and the impact on the CNU community. Sanctions may be educational, developmental, contribution to the campus community, and punitive.

What happens if I do not complete my sanctions on time?

You are expected to complete all sanctions by the due dates in your outcome letter. You need to contact our office immediately if you realize you might have difficulty completing a sanction on time. If you do not submit your sanctions on time and you do not contact our office, a hold will be placed on your student account and you may be charged with *failure to comply with a University official*. This could result in additional sanctions.

What is the Student Honor Council?

The Student Honor Council is a group of students who were selected to serve the university community by serving as a hearing body and promoting honor and integrity at Christopher Newport University. They are nominated by peers, faculty, and staff, and are representative of the campus community. Beyond their role serving on panels, the Student Honor Council focuses on three areas: Recruitment, Programming and Outreach, and Training. For more information on Student Honor Council (SHC), visit the SHC section of our website.

What happens after the Hearing/Honor Panel?

The findings for the charges and if applicable, the sanctions, will be forwarded as a recommendation to the Director of the Center for Honor Enrichment and Community Standards or their designee. The student will receive notice of the decision in writing within 10 business days of the panel (the date of the panel is considered day zero).

Why is there a hold on my CNU student account?

Our office may use various types of holds. A judicial registration (JR) hold may be placed on a student's account when you have not responded to a Notice of Incident or have past due sanctions or during the CHECS process. Additionally, a JR hold will be placed during a suspension period and/or upon dismissal from the University. A JR hold prevents students from registering or withdrawing from classes. A judicial transcript (JT) hold is placed on a student's account once an outcome of suspension or dismissal has been assigned or during an academic integrity case. This hold will remain on a student's account until the outcome has been finalized through the review and appeals process. A JT hold prevents student's from receiving copies of their transcript.

Do I need an attorney?

Decisions as to whether or not to consult legal counsel are personal ones; based on whatever factors the student finds to be compelling. A student may choose to involve an attorney for support and guidance at any point during the judicial process. We encourage an attorney and student to contact CHECS so that we can help guide an attorney through the relevant steps of the University Judicial System. An attorney is permitted to be present at any meeting with expressed permission from the student. While an attorney may advise the student through any part of the judicial process, the student will be required to speak for and represent themselves in this University process. Should a student participate in a panel process, the student may elect to retain an attorney to serve as an advisor, in place of the student advocate. The University's Judicial System is administrative, separate, and distinct from the criminal process. If at any point a student elects to hire an attorney, students who hire attorneys are responsible for all legal fees and expenses.

How can I receive a copy of my disciplinary file?

You must make this request, in writing, to the Center for Honor Enrichment & Community Standards via checs@cnu.edu. Requests are accommodated as quickly as possible; typically, within two – five business days. Students who request a panel review will receive a copy of their disciplinary file in advance of the panel.

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What if I am already on probation and violate another policy/procedure?

If you are responsible for a violation that occurred while on disciplinary probation, your sanctions could be more severe. Such sanctions include, but are not limited to, deferred suspension, loss of privileges such as housing, and/or suspension or dismissal from CNU.

If an incident is being moved through the courts, can the University also take action?

Yes. The University judicial process is not attempting to determine whether a student has violated the law, but whether a student has violated CNU's Honor Code or the Student Code of Conduct. Therefore, the outcome of a student's legal process is likely not relevant to our judicial process. The concept of "double jeopardy" does not apply, as criminal proceedings do not exempt one from civil or administrative proceedings. A student may elect to have their conduct case paused until the adjudication of their criminal case.

What is the Family Educational Rights and Privacy Act (FERPA)?

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that provides students with access to inspect and review their educational records and protects students' right to privacy by limiting access to the educational record. The Center for Honor Enrichment & Community Standards will not release student disciplinary records to an outside third party without student's consent, unless directed by a court order.

Will a disciplinary record impact my ability to work or apply for admission into law school or graduate school?

A disciplinary record does not automatically exclude a student from further study, jobs, etc. However, many graduate and professional schools will ask about criminal and disciplinary history on their applications. It will be up to the applicant to explain an incident appropriately. Most schools do not expect students to be perfect; they do expect the applicant to be forthright and it is best for a student to be honest if an incident occurred. Our office will only release information about a student's disciplinary record to another school or potential employer as permitted by law, or with the expressed permission of the student.

How can I learn more?

If you have any questions about the CNU conduct process, please contact our office at checs@cnu.edu or 757-594-7190. Our office is available to assist you during business hours, Monday – Friday. You may also consult the CNU handbook [here](#).