



## **CHECS – For Students - FAQ**

### **1) I received a Charge Notice from Center for Honor Enrichment & Community Standards (CHECS). What does this mean? What do I do?**

A Charge Notice means that your name appeared on an incident report that was filed in the Center for Honor Enrichment & Community Standards.

You need to call 757-594-7190 and schedule an Initial Conference. The Initial Conference is your opportunity to respond to the allegations and share your side of the story.

### **2) How were these charges determined?**

The charges listed are any *possible* violations that could have occurred based on the information contained in the incident report.

Your attendance at an Initial Conference will provide additional information to help determine if the violations occurred.

### **3) What happens if I don't schedule and attend my Initial Conference?**

All charges will be considered true and the appropriate sanctions will apply.

An additional violation of *failure to comply with a University official* will result for not responding to the Charge Notice or attending an Initial Conference.

### **4) What happens after the Initial Conference?**

Once the judicial officer completes the investigation a decision letter will be mailed to the student that includes the findings of the charges and, if applicable, any sanctions imposed.

### **5) What if I don't check my campus mailbox, residence hall voice mail or campus e-mail account?**

A student is considered to have been notified as soon as a letter or communication is sent out from CHECS, to include e-mail and voice mail. It is the student's responsibility to check their campus mailbox, residence hall voice mail and campus e-mail account.

### **6) I don't have a campus mailbox, where will my Charge Notice be mailed?**

Your Charge Notice will be mailed to the permanent address of record, which is on file with the University Registrar.

## **7) Where can I find the Student Code of Conduct?**

The Student Code of Conduct is part of the student handbook, which is available on line at <http://studentlife.cnu.edu>.

## **8) If I decide to appeal, what should I do?**

### **To appeal the finding(s) or sanction(s) from an Initial Conference:**

The appeal must be made, in writing, to the appropriate judicial officer (refer to your finding letter) within five business days from the date of the letter. Appeals submitted after the fifth day may not be accepted.

The appeal must outline a due process violation or introduce new information that was not available at the time of the Initial Conference.

### **To appeal the finding(s) or sanction(s) resulting from a Hearing Panel/Honor Council:**

The appeal must be made, in writing, to the Dean of Students within five (5) business days from date of the finding letter. Appeals submitted after the fifth day may not be accepted.

The appeal must outline a due process violation or introduce new information that was not available at the time the panel/council met.

The decision of the Dean of Students is final.

## **9) How are sanctions decided?**

Sanctions may be imposed independently or in combination with other sanctions. Sanctioning is determined on a case by case basis and takes into account the needs of the individual student, the student's judicial history, and the impact of the student's behavior on the CNU community.

## **10) What happens if I don't complete my sanctions on time?**

You can be found responsible for *failure to comply with a University official*. This may result in additional sanctions, which are more stringent than the original sanctions.

## **11) Why is there a judicial hold on my record?**

A judicial hold may be placed on your record when you have not responded to a Charge Notice or have past due sanctions. Additionally, a judicial hold will be placed on your record during a suspension period and/or upon dismissal from the University.

To remove the hold, come to the CHECS Office located in room 3142 located on the third floor in the David Student Union.

## **12) What if I am already on probation and commit another violation?**

If you are found responsible for the violation your sanctions could be more stringent. Such sanctions include but are not limited to additional probation, deferred suspension or dismissal, loss of privileges such as housing, or suspension or

dismissal from CNU.

**13) What if I am already on deferred suspension or dismissal and commit another violation?**

If you are found responsible for the violation then your suspension or dismissal sanction is immediately imposed. You may also face additional sanctions for the new violation.

**14) How can I get a copy of my judicial file?**

You must make this request, in writing, to the Center for Honor Enrichment & Community Standards in room 3142 located on the third floor in the David Student Union.

**15) Do I need an attorney?**

If you feel that you need one. The University's judicial process is administrative and holds students accountable for violations of the Institution's policies. An attorney is not allowed to be present during a student's initial conference. However they can act as an advisor in a hearing panel/honor council.

**16) If an incident is being handled in the courts, may the University also take action?**

Yes. Members of the CNU community and their visitors are subject to all University rules and regulations, including those written in the Student Handbook. Additionally, those individuals are also simultaneously subject to all local, state or federal laws. The University judicial process does not constitute “double jeopardy” for situations in which a student is facing concurrent criminal proceedings.

**17) 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 students consent, unless directed by a court order.

**18) How long does the University keep and report my judicial file?**

A student's judicial file will be kept for three (3) years after their graduation date. If a student participates in a hearing panel or an honor council the judicial file is kept permanently.