



## **Frequently Asked Questions – Guardians and Family Members**

### **Why is a particular policy in place?**

Policies are designed to support the university's educational mission and to ensure a safe environment where all members of the University community can work, study, and live without unnecessary interference. Policies are also designed to build and support the academic and social community by teaching responsibility and interdependence to students. Some policies may also reflect federal, state or local laws students are expected to adhere to as citizens.

### **My student received a Notice of Incident. What is it and what happens next?**

A Notice of Incident is written notification to a student that they may have been involved in an incident that may have violated university policy and lists the specific policies that are alleged. The Notice of Incident asks the student to schedule a meeting where they can explain their perspective and provides information how to schedule this meeting.

### **My student was charged criminally. Why does my student have to go through the University conduct process too?**

Members of the CNU community and their guests are subject to all University rules and regulations, including those written in the Student Handbook. Additionally, those individuals are also simultaneously subject to all federal, state or local laws. The University is responsible for ensuring the safety and comfort of the community, therefore the University will respond to incidents on or off campus that impact the safety of members of the community, regardless of whether or not criminal charges were filed.

### **How can I help my student navigate the conduct process?**

Discuss with your student about their choices and how they can improve their decision-making skills. Encourage them to be honest about what happened and thoughtful about how they believe they could be best supported. Be sure that you and your student understand the process, then listen to and support your student as they proceed through it.

### **How is the University response determined?**

When a student is responsible for a policy violation, the University will respond with educational, developmental, restorative, and punitive sanctions. Sanctions may be imposed independently or in combination with other sanctions in order to help the student avoid making similar decisions in the future and to encourage academic, emotional and social success. Sanctioning is determined on a case by case basis and considers the severity of the behavior, the needs of the individual student, the student's judicial history, and the impact of the student's behavior on the CNU community.

### **Does a conduct outcome go on a student's record?**

A student's disciplinary record is separate from their academic record. The only time that a conduct outcome is included in a student's academic record is if the outcome includes suspension or dismissal, which is noted on the academic transcript. The student must give permission for their disciplinary record to be disclosed to anyone, including family members or lawyers.

### **Can I be present during my student's meeting or panel?**

While we do permit students to the opportunity to have an advisor of their choosing, the advisor's role is limited as it is the student's responsibility to represent themselves and share their perspective on an incident. Panels are typically closed to the public, but students can choose an advisor of their choosing to take the place of the Student Advocate during the panel. The student must provide expressed permission for an advisor of their choosing to be present during meetings and/or the panel. Students can choose to have parents or others come to campus to offer moral or emotional support while the student participates in conduct related meetings or panels.

### **Will a disciplinary record impact my student's ability to work or apply for admission into law school, graduate school, etc.?**

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.

### **Why do I have limited access to my student's educational record?**

As a parent, legal guardian, caregiver, or family member, you can have access to student records with your student's expressed consent. The best way to get information about a student's disciplinary record is to ask them.

### **What is the Family Educational Rights and Privacy Act (FERPA)? How does it impact me as a legal guardian, parent or family member?**

The Family Educational Rights and Privacy Act (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 (CHECS) will not release student disciplinary records to an outside third party (including parents/family members) without a student's consent, unless directed by a court order.

### **Why is my student unable to register for classes?**

A judicial registration (JR) hold may be placed on your student's record if your student hasn't completed something requested by our office. A JR hold prevents students from registering or withdrawing from classes. After multiple attempts to reach students, our office places JR holds when students have not responded to a Notice of Incident or have past due sanctions. Additionally, a JR hold will be placed on a student's record during a suspension period and/or upon dismissal from the University.

### **Why was I mailed a letter written by my student about an incident they were involved in?**

When students are responsible for violations of the University's alcohol and/or drug policy they may be assigned a sanction to write a Parent Notification Letter. This letter was written by your student with the purpose of informing you of the incident, factors that led to their decision(s), and what they have learned from this incident.

### **What campus resources are available to support my student during the conduct process?**

Our staff is here to assist, whether by connecting students to resources or helping them navigate the conduct process. If a student needs an accommodation to access the conduct process, the student should reach out 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/>.