



Frequently Asked Questions - Faculty

How are faculty involved in the administration of the judicial process?

Faculty play a critical role in articulating and upholding the academic standards of the University. Faculty determine the academic remedy in all academic misconduct cases that occurs in their classroom. They represent their colleagues in determining what behavior is acceptable in the classroom and in their courses.

What do I do if I experience academic misconduct within my classroom?

The faculty member should speak with the student and ask them to provide their perspective on the incident. The faculty member may elect to do this with another faculty colleague present. After the faculty member has determined what transpired, the student should be notified of the academic outcome, and that the incident is being referred to the Center for Honor Enrichment and Community Standards (CHECS) to determine if the student has violated the Honor Code. Referrals to our office can be made by completing the online [Academic Misconduct Reporting Form](#).

Once our office receives the report, a staff member will reach out to the alleged student to request a meeting. The CHECS staff member will investigate the case and use the information available to determine if a violation of the Honor Code has occurred and assign appropriate sanctions. Students responsible for a violation have the option of appealing the case to the Student Honor Council (SHC). The investigation by CHECS and the SHC does not center on if academic misconduct occurred, but rather they focus on if the actions violate the Honor Code.

Why do faculty need to report academic misconduct to CHECS?

Our office maintains disciplinary records for academic dishonesty incidents. This ensures that it is documented if students have repeated the behavior in multiple classes and across course disciplines. Our office will communicate with faculty and collect information from faculty, if possible, before determining any appropriate sanctions.

What do I do if I experience non-academic misconduct within my classroom?

If the behavior of concern in class is of a non-academic nature, the faculty member may choose to address the behavior with the student. Repeated issues should be documented and sent to our office for consultation, investigation and adjudication.

If I refer a student to CHECS will I be notified of the outcome?

Yes. For academic misconduct cases, faculty members have the option to be copied on the decision letter that is sent to the student. This allows the faculty member to see the rationale of the conduct officer as well as the outcome and sanctions that are assigned from our office. If a faculty member refers any non-academic misconduct, our office may follow up with the faculty member regarding the outcome.

What sanctions assigned to students responsible for academic integrity violations?

Christopher Newport University holds the academic tenets of the Honor Code in the highest regard and violations are taken seriously. Our goal is to be educational and developmental with their assigned sanctions. The outcomes of each honor code violation depend on a variety of different circumstances. Violations that are determined to be more severe can result in suspension, and even dismissal, with various educational sanctions.

How can I work with CHECS besides navigating policy violations?

An emphasis of our office is to proactively approach issues of honor and integrity. The Student Honor Council (SHC) regularly designs and develops proactive outreach and programming opportunities to promote honor and integrity. The Center for Honor Enrichment and Community Standards (CHECS) frequently works with academic departments to sponsor guest speakers, workshops, and programs that may align with the curriculum of your courses. CHECS will notify faculty of various events and work with them to verify attendance, provide opportunities beyond the main event, or other such interactions that may complement the classroom experience. The SHC will gladly accept offers to speak with classrooms about leading an honorable life, specifically tailoring conversations to the discipline of the professor.