The following is a summary of the standard Judicial Process for Cuesta College Student Code of Conduct referrals.

1. A college employee refers a student to the Office of the Vice President of Student Services (VPSS) for possible violation of the Student Code of Conduct.

2. The Student Incident Response Team (SIRT) reviews the referral and requests additional information or documentation as needed. This may involve meeting with the student or the referring employee.

3. If it appears the Student Code of Conduct has been violated, the student is notified and invited to schedule an appointment with the Office of the VPSS to present clarification, explanation, or any additional information.

4. The additional information, if any, is presented to SIRT which determines what the next course of action will be and/or what disciplinary action will be taken.

5. The student is notified of the SIRT recommendation and any disciplinary action that will occur as a result. The student is also informed of the appeal process as outlined in the college catalog and will be assisted in completing that process if they choose to do so.
Academic honesty is essential to the academic community. Students expect Cuesta College faculty to be fair, truthful, and trustworthy. Faculty expect Cuesta College students to share these same values. Students who violate these principles by cheating, plagiarizing, or acting in other academically dishonest ways are subject to disciplinary procedures.

**Examples of Academic Dishonesty**

- Copying from another student's exam.
- Giving answers or allowing another student to copy from your work or exam.
- Using prohibited notes or electronic devices during an exam.
- Taking a test for someone else.
- Submitting another student’s work as your own.
- Knowingly allowing another student to copy/use your work as his or her own work.
- Completing an assignment for another student.
- Plagiarizing or stealing other people’s thoughts, speeches or artistic works by not acknowledging them through proper citation or documentation.

For a complete list of Student Code of Conduct violations and policies, go to: www.cuesta.edu/aboutcc/planning/vpss/student_judicial_process.html