

written notice of the change.

In the case of a change of grade decision, the Division Chair will consult with faculty within the discipline of the instructor who first awarded the grade to review student material and determine the final grade the student will earn.

Course Grades

Grades are available for viewing within Cuesta College's student portal, myCuesta, two weeks after the last day of the fall/spring semesters and one week after the last day of summer session. Grades are not sent to students.

Pass/No Pass

A student may select "pass/no pass" (formerly credit/no credit) through the fourth week of instruction for 18-week courses or, if the course is less than 18 weeks in duration, within the first 20 percent of the course. Students may change back to a letter grade prior to the fourth week or 20 percent deadline. After the fourth week or 20 percent deadline, students may not reverse their pass/no pass grading decision.

- Some general education, degree and certificate course work must be taken for a grade. Consult a counselor or program description. No more than 12 credits of "pass/no pass" may be applied toward the Associate in Arts or Associate in Science degree or a Certificate unless indicated by Curriculum. For Associate in Transfer (ADT) degrees, P/NP is allowed.
- Courses listed in the schedule as "pass/no pass" grading option may be taken only once for "pass/no pass." The student may, however, repeat the course for a letter grade.
- Students shall receive a "P" (pass) if, at the end of the semester, a grade of "C" (2.0) or better is earned. The "P" shall, when recorded, add credits completed but shall have no effect on the grade point average.
- Students performing unsatisfactorily (at less than C/2.0) shall receive a "NP" (no pass) which, when recorded, will not increase credits completed and will not be used to calculate the grade point average. However, credits attempted for which an "NP" is recorded shall be considered in academic progress calculations to determine probation and dismissal status.
- Students may only select one course per semester on the "pass/no pass" option. Some courses are graded only on a "pass/no pass" basis. Enrollment in these courses will not affect the student's right to select one additional class within the guidelines listed above.
- Students repeating a course in which a substandard grade was earned may not request a repeat discount if the pass/no pass grading option was selected for the second attempt.

Academic Honesty

Academic Honesty is essential to the academic community. Students expect that Cuesta College faculty be fair, truthful, and trustworthy. Faculty expect that Cuesta College students share these same values. Students who violate these principles by cheating, plagiarizing, or acting in other academically dishonest ways are subject to disciplinary procedures. Below are some examples of academically dishonest behavior. If you are unclear about a specific situation, ask your instructor.

Examples of Academic Dishonesty:

- Copying from another student's exam
- Giving answers during a test to another student
- Using notes or electronic devices during an exam when prohibited

- Taking a test for someone else
- Submitting another student's work as your own, e.g. copying a computer file that contains another student's own work
- Knowingly allowing another student to copy/use your computer file(s) as his or her own work
- Completing an assignment for another student
- Plagiarizing or "kidnapping" other people's thoughts, words, speeches or artistic works by not acknowledging them through proper documentation

At the discretion of the instructor, students caught being academically dishonest may receive a failing grade on the assignments in question, be dropped from the class, or be failed in the course. If the student wishes to contest the instructor's consequential actions for Academic Dishonesty, it is recommended that the student follow the Academic Student Complaint Process: (<https://www.cuesta.edu/about/leadership/vpss/StudentComplaintProcess.html>). Beyond this, the student may be subject to disciplinary action as determined by the Vice President of Student Services and College Centers, the Dean of the North County Campus and South County Center on the North County Campus, or designee. It is recommended that the faculty member report any acts of academic dishonesty to the Vice President of Student Services and College Centers, the Dean of the North County Campus and South County Center on the North County Campus, or designee.

Student Responsibility:

All students attending San Luis Obispo County Community College District at any campus site and when representing Cuesta College in any off-campus activity, assume an obligation to conduct themselves in a manner compatible with the Student Code of Conduct and Academic Honesty Regulations, and the Student Computer Technology Access Agreement. Specific rules, regulations, and applicable penalties for violation of the Student Code of Conduct (California Education Code Title V, Sections 66300, 66301, 76030 - 76038), are located in the Cuesta College catalog and as posted on the Cuesta College website. Each student has the responsibility to be aware of college regulations.

STUDENT COMPUTER TECHNOLOGY ACCESS AGREEMENT

This is to communicate what other users, instructors, and the District expects of students when using college computer technology and facilities. Failure to conform to these stipulations can result in disciplinary action. Violations of regulations in the use of computer technology will be addressed in accordance with the college Academic Honesty and Student Code of Conduct Policies, available for reference in the college catalog or by requesting copies from Student Services.

Computer technology and facilities are provided for the purpose of completing academic requirements.

A. Students may use the technology and facilities to:

1. Complete course assignments;
2. Conduct academic research;
3. Communicate with faculty and students.

B. User Responsibilities include, but are not limited to:

1. Using only their own designated ID, passwords/PIN, and accounts, and keeping IDs, passwords/PIN, and account information confidential. It is recommended that users change their passwords/ PIN periodically;
2. Using software and electronic materials, including shareware, in accordance with copyright, trademark, and licensing agree-