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

**STEP 1: Student Incident and/or Well-Being Report is filed.**
A. Instructor determines which code of conduct/behavior(s) the student has violated.
B. Instructor completes the Student Incident/Well-Being report with supporting documentation.
C. Information is sent to the VPSS or Dean for processing.

**STEP 2: VPSS and/or Dean Process**
A. Reviews documents submitted by the instructor.
B. Investigates the incident to determine level of violation.
C. Student is sent a follow-up letter to schedule a disciplinary meeting to discuss Student Incident and/or Well-Being Report.

**STEP 3: Disposition**
A. VPSS and/or Dean/Designee determines the disposition of the case.
B. Notice sent to the student of final disposition on the student incident and any special recommendations.
C. Report is filed and case is closed.

Counseling (Academic and Personal) is available to support students in attaining their educational goal. [www.cuesta.edu/student/counseling/index.html](http://www.cuesta.edu/student/counseling/index.html)

Cuesta College Police Department provides an array of services to assist and protect students. [www.cuesta.edu/student/findingway/public_safety/index.html](http://www.cuesta.edu/student/findingway/public_safety/index.html)

Disabled Student Program & Services (DSPS) advocates and facilitates equal educational opportunities through appropriate support services, curricula, instruction, and policies. [www.cuesta.edu/student/servs_classes/dspsp/](http://www.cuesta.edu/student/servs_classes/dspsp/)

Health Center provides three free personal counseling sessions. Limited confidential healthcare services for enrolled students. [www.cuesta.edu/student/servs_classes/healthcntr/](http://www.cuesta.edu/student/servs_classes/healthcntr/)

Student Success Centers (SSC) provides students academic tutoring services in a variety of subjects. No appointments are required.

SSC labs available:
- **English Writing Labs** that provide students with support for all writing assignments.
- **Math Tutoring Labs** for the various math level courses.

On-line tutoring services are also available. Visit [www.cuesta.edu/student/servs_classes/ssc/index.html](http://www.cuesta.edu/student/servs_classes/ssc/index.html)

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Vice President Student Services and College Centers
San Luis Obispo Campus (805) 546-3116
Dean, North County Campus and South County Center
(805) 591-6220

January 2015
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 principals 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 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, speeches or artistic works by not acknowledging them through proper 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

The information outlined in this brochure has been extracted from the on-line 2014-2015 Cuesta College San Luis Obispo County Community College District Catalog.