

**Procedure if Cheating is Discovered**

If cheating or plagiarism is discovered, instructors should handle the situation as part of their regular classroom responsibilities. In exceptional or difficult cases, instructors should report their findings to their respective department chairs, who will then refer the matter to the Coordinator of Student Discipline for appropriate action (tracking/warning letter or discipline investigation). Contact the Coordinator of Student Discipline at ext. 3144 or see Article 2, Section. 41301 of Title 5, California Code of Regulations for additional information.