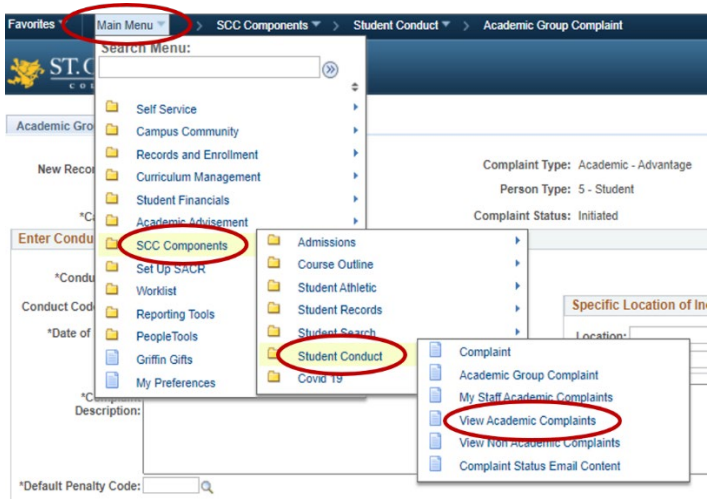
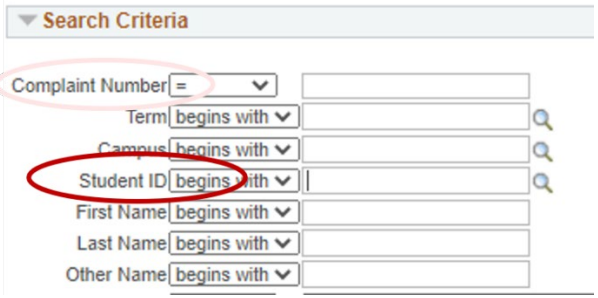
Student Conduct Database: How to Withdraw or Cancel a Complaint within 10 Days

Step 1: SIS > Main Menu > SCC Components > Student Conduct > **View Academic Complaints**

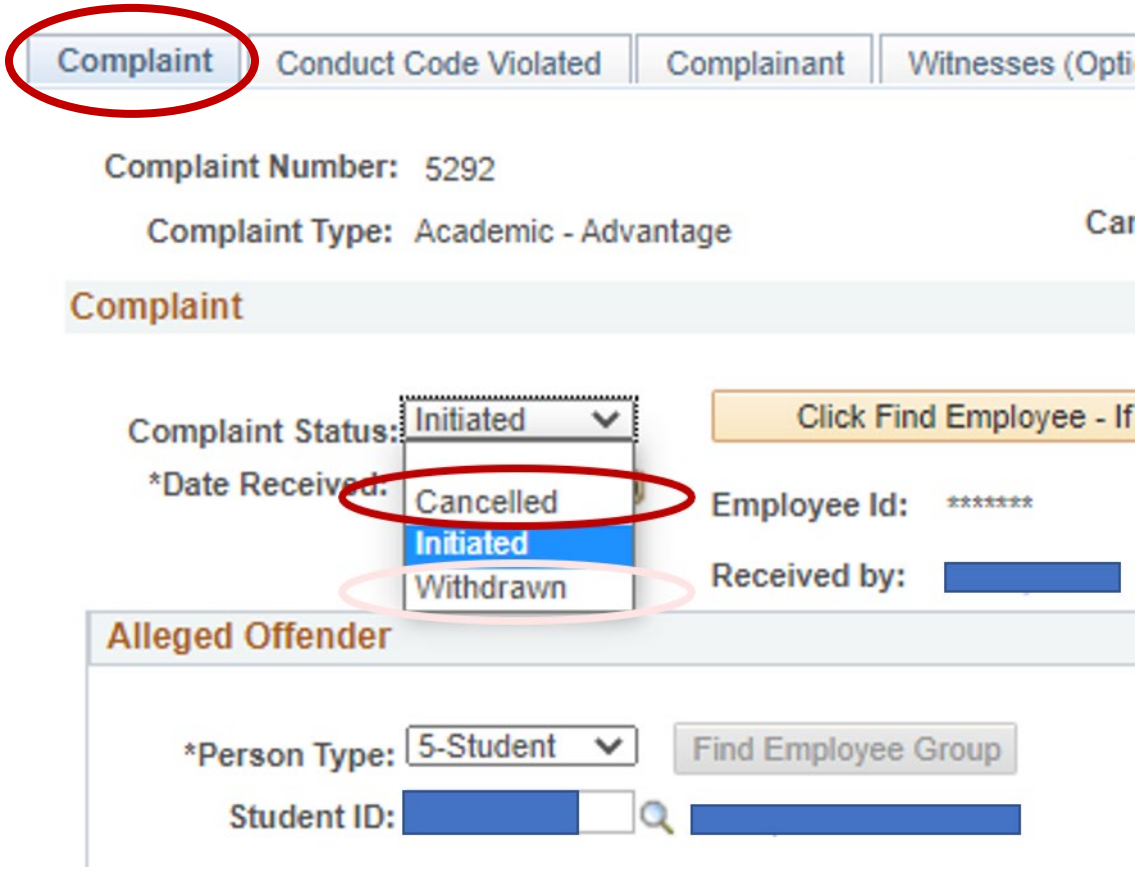


Step 2: Enter the Student Number. Alternatively, you can search by Complaint# but Student Number is best practice.



Step 3: To withdraw or cancel the complaint, remain the first tab "Complaint". Select the drop down status for **Complaint Status**.

The default of the Complaint Status is "Initiated". If you are not able to select from the drop-down menu, it means that you are past the 10-day period and the academic penalty has been issued. Contact the Academic Integrity Facilitator instead.

- Select "Withdrawn" if, after meeting with the student, you wish to remove the incident from the database.
- Select "Cancelled" ONLY if the entry was made in error (i.e. wrong student).

Step 4. Click **SAVE**.