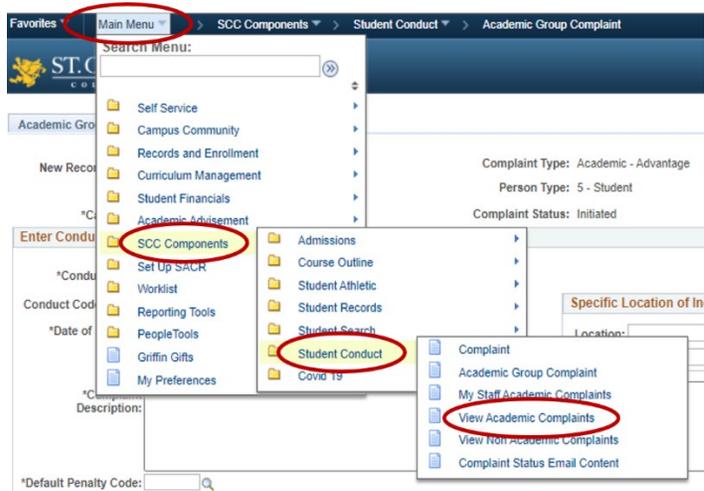


How to Update Complaint Elements Within 10 Days

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.

A screenshot of the Search Criteria form. The form has several search criteria fields, each with a dropdown menu for the search type and an input field for the search value. The search types are: Complaint Number, Term, Campus, Student ID, First Name, Last Name, and Other Name. The search types 'Complaint Number' and 'Student ID' are circled in red. The 'Student ID' search type is set to 'begins with'.

Step 3: Click on the second tab at the top: **Conduct Code Violated**

Note that the status in this tab must be in NOT=Notification in order to make changes. If the penalty has already been issued, you will not be able to make changes. Contact the Academic Integrity Facilitator instead.

Make any updates you need, including the Offence, the Penalty and also update to Complaint Description. Click **SAVE**.

If you want the student to receive an email notification, click on Student Email Notifications on the top right corner of the page.

The screenshot shows a web application interface for managing a complaint. The top navigation bar includes tabs for 'Complaint', 'Conduct Code Violated', 'Complainant', 'Witnesses (Optional)', and 'Appeal Record'. The 'Conduct Code Violated' tab is selected. Below the navigation bar, the complaint details are displayed: Complaint Number: 5499, Term: 1390 Fall 2021, Complaint Type: Academic - Advantage, and Campus: SOUTH South Campus. A 'Student Email Notifications' button is visible in the top right corner. The main section is titled 'Conduct Code(S) Violated' and contains a 'Conduct Description' form. The 'Conduct Code' is set to 'A - Plagiarism'. The 'Status' is 'NOT Notification'. The '*Date of Incident' is '11/15/2021'. The 'Complaint Description' is 'Students needed to complete a Written Assignment where they watched two shows, summarized the episodes, and compared them. The only research required was watching the shows; all other research was prohibited.' Below this, there are fields for 'Complaint Resolution' and 'Private Comment'. The 'Student's Course Description' section shows Class Nbr: 4987, Course ID: 028413, Subject: SSC, Catalog Nbr: 206G, Section: 003, and Enrollment Status: Enrolled. The 'Penalty Assessed' section shows 'Penalty Code: MARK PENALTY', 'Test/Asgmt. Weight: 20.00', and 'Mark Reduction (%): 100.00'. The 'Date Assigned' is '11/15/2021' and the 'Penalty Enforced Date' is '11/25/2021'. A 'Click Find Issuer - If name below needs to be changed.' button is at the bottom.