

# Student Conduct Database: How to Report an Incident



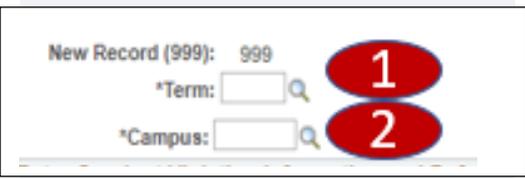
Note: Wherever you see the magnifying glass, you can select it to locate the information you need.

## 1. Term

Enter the semester associated with the course.

## 2. Campus

Enter the campus associated with the course.



[Favorites](#) > [Main Menu](#) > [SCC Components](#) > [Student Conduct](#) > [Academic Group Complaint](#)

Academic Group Complaint

New Record (999): 999 **1**  
 \*Term:  **2**  
 \*Campus:  **2**

Complaint Type: Academic - Advantage  
 Person Type: 5 - Student  
 Complaint Status: Initiated  
 Entered by: 000  
 Entered Date: 10/23/2021

Enter Conduct Violation Information and Default Penalty

\*Conduct Code:  **3**

Conduct Code Status: Notification  
 \*Date of Incident:  **4** Time of Incident:   
 Location of Incident:

\*Complaint Description:  **5**

\*Default Penalty Code:  **6**

Test/Asgmt. Weight:  **7**

Mark Reduction (%):  **8**

Default Date Assigned:  Penalty to be enforced after:

Specific Location of Incident (Optional)  
 Location:  Building:   
 Facility ID:  Room:

Complaint Resolution:

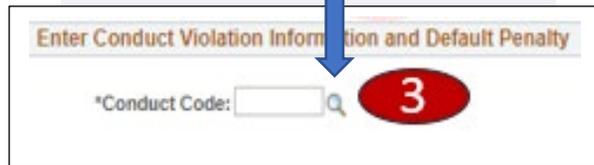
Select class number that the students are registered in

Term:  **9**  **10**

*Class Nbr	Course ID:	Subject:	Catalog Nbr:	Section:	Course Name:				
Class Roster									
Click to penalize student	Empl ID	First Name	Last Name	Enrolled Status	*Penalty Code	Description	Test/Asgmt. Weight	Mark Reduction (%)	Date Assigned
<input type="checkbox"/>									

### 3. Look Up Conduct Code

This is where you will select which offence is being reported based on the policy. Click on the magnifying glass.



#### Look Up Conduct Code

Complaint Type Academic - Advantage

Conduct Code

Description

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#### Search Results

View 100    First  1-10 of 10  Last

Conduct Code	Description
ACHEA	A - Cheating
ACOLL	A - Unauthorized Collaboration
ACON	A - Contract Cheating
ADIS	A - Academic Dishonesty
AFAC	A - Facilitating Academic Misconduct
AFALS	A - Falsifying Information
AIMPR	A - Impersonation
AINFL	A - Attempting to Influence
AOWN	A - Misappropriation of Own Work
APLAG	A - Plagiarism

**Academic Group Complaint**

New Record (999): 999 Complaint Type: Academic - Advantage  
 \*Term:  Person Type: 5 - Student  
 \*Campus:  Complaint Status: Initiated  
 Entered by: 000  
 Entered Date: 10/23/2021

**Enter Conduct Violation Information and Default Penalty**

\*Conduct Code:  Related Id:

Conduct Code Status: Notification

\*Date of Incident:  Time of Incident:   
 Location of Incident:

\*Complaint Description:

\*Default Penalty Code:  Complaint Resolution:

Test/Asgmt. Weight:  Mark Reduction (%):

Default Date Assigned:  Penalty to be enforced after:

Select class number that the students are registered in

Term:

\*Class Nbr:  Course ID:  Subject:  Catalog Nbr:  Section:  Course Name:

Click to penalize student	Empl ID	First Name	Last Name	Enrolled Status	*Penalty Code	Description	Test/Asgmt. Weight	Mark Reduction (%)	Date Assigned
<input type="checkbox"/>									

To review classification of offences, [click here](#).

#### 4. Date of Incident

Enter the **date of discovery** of the incident. For example, the day you marked the assessment.

#### 5. Complaint Description

Note: Do not refer to student by name or any other personal identifiers in this section.

For sample complaint descriptions, [click here](#).

The screenshot shows the 'Academic Group Complaint' form in the St. Clair College system. The form is titled 'Enter Conduct Violation Information and Default Penalty'. It includes fields for 'New Record (999): 999', 'Complaint Type: Academic - Advantage', 'Person Type: 5 - Student', and 'Complaint Status: Initiated'. The 'Date of Incident' field is circled in red with a '4'. The 'Complaint Description' field is circled in red with a '5'. The 'Default Penalty Code' field is circled in red with a '6'. The 'Test/Asgmt. Weight' field is circled in red with a '7', and the 'Mark Reduction (%)' field is circled in red with an '8'. The 'Class Roster' table is circled in red with a '9', and the 'Fetch Students' button is circled in red with a '10'. A blue arrow points from a callout box to the 'Complaint Resolution' field.

Anything entered in "Complaint Resolution" is not included in notification email (private).

This close-up shows the 'Date of Incident' field circled in red with a '4' and the 'Complaint Description' field circled in red with a '5'. A blue arrow points from the callout box below to the 'Date of Incident' field.

You do not need to enter Time of Incident or Location of Incident

## 6. Look Up Default Penalty Code



\*Default Penalty Code:   **6**

To review penalties, [click here](#).

### Look Up Default Penalty Code

Complaint Type: Academic - Advantage

Penalty Code:  begins with

Description:  begins with

**Search Results**

View 100 First

Penalty Code	Description	Academic Penalty	Admi
FAIL	FAILING GRADE IN COURSE	Y	N
GRAD	GRADE DEDUCTION IN COURSE	Y	N
MARK	MARK PENALTY ON ASSESSMENT	Y	N
RESU	RESUBMISSION OF ASSIGNMENT	Y	N
WARN	WARNING	Y	N

Favorites ▾ Main Menu ▾ > SCC Components ▾ > Student Conduct ▾ > Academic Group Complaint

**ST. CLAIR COLLEGE**

Academic Group Complaint

New Record (999): 999 **1** Complaint Type: Academic - Advantage Entered by: 00C  
 \*Term:   **2** Person Type: 5 - Student Entered Date: 10/23/2021  
 \*Campus:   **3** Complaint Status: Initiated

**Enter Conduct Violation Information and Default Penalty**

\*Conduct Code:   **4** Related Id:

Conduct Code Status: Notification

\*Date of Incident:   **5** Time of Incident:

Location of Incident:

\*Complaint Description:   **6** Complaint Resolution:

\*Default Penalty Code:   **7** Test/Asgmt. Weight:  **8** Mark Reduction (%):

Default Date Assigned:  Penalty to be enforced after:

**Select class number that the students are registered in**

Term:  **9**  **10** Course ID:  Subject:  Catalog Nbr:  Section:  Course Name:

**Class Roster**

Click to penalize student	Empl ID	First Name	Last Name	Enrolled Status	*Penalty Code	Description	Test/Asgmt. Weight	Mark Reduction (%)	Date Assigned
<input type="checkbox"/>									

For difference between mark penalty and grade deduction, [refer to FAQ](#).

## 7. Assessment Weight

If you are assigning a mark penalty or resubmission, enter the weight of the assessment as percentage in the course.

- Example: test weighted at 25% will be "25".

## 8. Mark Reduction

Enter the degree of mark reduction.

Example 1:

- Zero grade on an assignment is full mark penalty
- 100% mark reduction: Enter "100"

Example 2:

- 10 point mark deduction on a test scored out of 50 is a partial mark penalty
- 20% mark deduction: Enter "20"

The screenshot shows the 'Academic Group Complaint' form in the St. Clair College system. The form is titled 'Academic Group Complaint' and includes the following fields and sections:

- Navigation:** Favorites, Main Menu, SCC Components, Student Conduct, Academic Group Complaint.
- Header:** ST. CLAIR COLLEGE logo.
- Form Fields:**
  - New Record (999): 999
  - \*Term: [input] (1)
  - \*Campus: [input] (2)
  - Complaint Type: Academic - Advantage
  - Person Type: 5 - Student
  - Entered by: 000
  - Entered Date: 10/23/2021
  - Complaint Status: Initiated
- Section: Enter Conduct Violation Information and Default Penalty**
  - \*Conduct Code: [input] (3)
  - Conduct Code Status: Notification
  - \*Date of Incident: [input] (4)
  - Time of Incident: [input]
  - Location of Incident: [input]
  - \*Complaint Description: [text area] (5)
  - \*Default Penalty Code: [input] (6)
  - Test/Asgmt. Weight: [input] (7)
  - Mark Reduction (%): [input] (8)
  - Default Date Assigned: [input]
  - Penalty to be enforced after: [input]
  - Related Id: [input]
  - Specific Location of Incident (Optional)**
    - Location: [input]
    - Building: [input]
    - Facility ID: [input]
    - Room: [input]
  - Complaint Resolution: [text area]
- Section: Select class number that the students are registered in**
  - Term: [input] (9)
  - \*Class Nbr: [input] (10)
  - Fetch Students [button]
  - Course ID: [input]
  - Subject: [input]
  - Catalog Nbr: [input]
  - Section: [input]
  - Course Name: [input]
- Class Roster Table:**

Click to penalize student	Empl ID	First Name	Last Name	Enrolled Status	*Penalty Code	Description	Test/Asgmt. Weight	Mark Reduction (%)	Date Assigned
<input type="checkbox"/>									
- Buttons:** Update Complaint and Notify, Quit Page.

Test/Asgmt. Weight: **7** Mark Reduction (%): **8**

If the penalty is resubmission with no mark deduction, enter the weight of the assessment (i.e. 10% assignment) and enter "0" for mark deduction.

## 9. Look up course



- Enter course code
- Click “Look Up”
- Select course & enter to return to main screen

### Look Up Class Nbr

Term:

Class Nbr:

Subject Area:  BUS

Catalog Nbr:  300

Class Section:

Course Name:

## 10. Click “Fetch Students”

This will return a complete list of registered students.

Select applicable students.

You can modify weight of assessment and mark deduction to correspond to particular student.

Favorites ▾ Main Menu ▾ > SCC Components ▾ > Student Conduct ▾ > Academic Group Complaint

**ST. CLAIR COLLEGE**

Academic Group Complaint

New Record (999): 999      Complaint Type: Academic - Advantage      Entered by: 000  
 \*Term:       Person Type: 5 - Student      Entered Date: 10/23/2021  
 \*Campus:       Complaint Status: Initiated

**Enter Conduct Violation Information and Default Penalty**

\*Conduct Code:       Related Id:

Conduct Code Status: Notification

\*Date of Incident:       Time of Incident:   
 Location of Incident:

\*Complaint Description:

Complaint Resolution:

Specific Location of Incident (Optional)  
 Location:  Building:   
 Facility ID:  Room:

Default Penalty Code:       Test/Asgmt. Weight:       Mark Reduction (%):

Default Date Assigned:       Penalty to be enforced after:

Select class number that the students are registered in

Term:            

Class Nbr	Course ID	Subject	Catalog Nbr	Section	Course Name
<input type="checkbox"/>					

**Class Roster**

Click to penalize student	Empl ID	First Name	Last Name	Enrolled Status	*Penalty Code	Description	Test/Asgmt. Weight	Mark Reduction (%)	Date Assigned
<input type="checkbox"/>									