



ST. CLAIR COLLEGE

CENTRE FOR ACADEMIC EXCELLENCE
AND QUALITY ASSURANCE

Quick Guide for Faculty

Student Conduct Database

ACCESS THE DATABASE IN SIS

MyStClair > SIS > Main Menu > SCC Components > Student Conduct > **Academic Group Complaint**

Tip: Add to Favourites



ENTER DATA PARTICULARS

- Term
- Campus
- Date of Incident
- Conduct Code
- Complaint Description (keep to facts)
- Default Penalty Code (look up & select)

MARK PENALTIES

- Enter Assessment Weight, as applicable
 - i.e. 25% (midterm)
- Enter Mark Reduction:
 - 100 (%) for zero
 - 0 (%) for resubmission
 - Anything in between for partial mark penalty

ASSIGN PENALTY TO STUDENT

- Find applicable course (look up Class Nbr)
- Click "Fetch Students"
 - Select students from class list

Note: Different students can be assigned a different penalty: you can adjust here.

UPDATE & NOTIFY

Selecting Update & Notify will result in student receiving **Notification of Academic Misconduct**. You will receive a copy of the notification.

Student will have 5 days to contact you in response.

Subject to any changes, **Notification of Academic Penalty** is automatically issued 10 days later, with copy to you, student & Chair.

FOLLOW-UP BY STUDENT

Student has a right to respond to the allegation before it becomes final. Review any information relevant to the matter and determine if any change is warranted.

Changes to the database must be made within 10 days of original Notice of Academic Misconduct.

CHANGING ACADEMIC PENALTY

Within 10 days of original notification, you can change any part of the entry: go to **View Academic Complaints** in SIS. Select **second tab**.

If making a change, note the change and add date of notation in "Complaint Resolution"

WITHDRAWING PENALTY

Go to **View Academic Complaints** in SIS. Stay on first tab.

Click on **Complaint Status**.

Do NOT "cancel" an entry unless the original entry identified the wrong student. In all other cases, select "Complaint Withdrawn"

Reference Link: Code of Student Rights & Responsibilities

For further assistance, contact CAE@stclaircollege.ca