Step 1: SIS > Main Menu > SCC Components > Student Conduct > **View Academic Complaints**
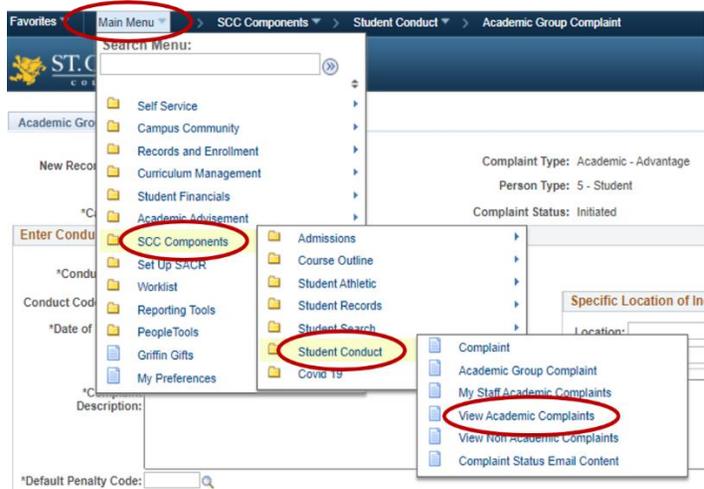
Step 2: Enter the Student Number. Alternatively, you can search by Complaint# but Student Number is best practice.

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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 Coordinator 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.