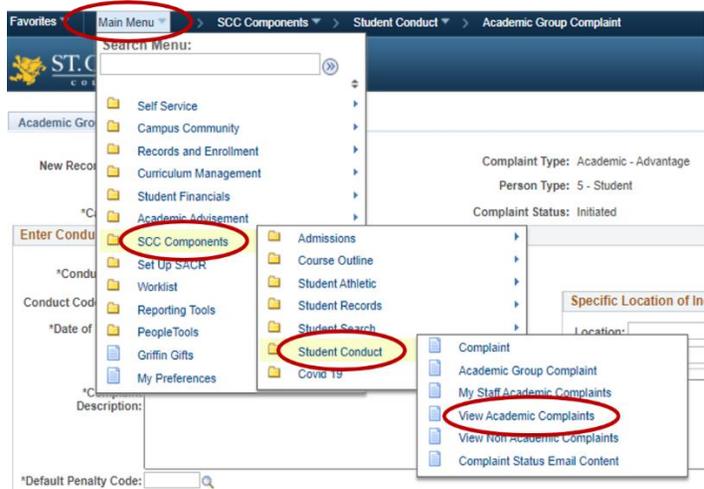


## How to Update Complaint Elements Within 10 Days

**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 a dropdown menu for 'Complaint Number' with an equals sign (=) next to it, which is circled in red. Below it are 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: 'Term begins with', 'Campus begins with', 'Student ID begins with', 'First Name begins with', 'Last Name begins with', and 'Other Name begins with'. The 'Student ID begins with' dropdown menu is circled in red.

**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.

Complaint | **Conduct Code Violated** | Complainant | Witnesses (Optional) | Appeal Record

Complaint Number: 5499 Term: 1390 Fall 2021  
Complaint Type: Academic - Advantage Campus: SOUTH South Campus

**Student Email Notifications**

Conduct Code(S) Violated Find | View All First 1 of 1 Last

**Conduct Description**

\*Conduct Code: **A - Plagiarism** Copy Conduct Information from Related Complaint Id

Status: **NOT** Notification

\*Date of Incident: 11/15/2021

Time of Incident:

Location of Incident:

Specific Location of Incident (Optional)

Location:  Building:   
Facility ID:  Room:

Check if Incident was reported to Police

**Complaint Description:** 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.

Complaint Resolution:  Private Comment:

**Student's Course Description**

Class Nbr: 4987 Course ID: 028413 Transitioning to Canadian Cult  
Subject: SSC Catalog Nbr: 206G Section: 003 Enrollment Status: Enrolled

**Penalty Assessed** Find | View All First 1 of 1 Last

Penalty Code: **MARK** MARK PENALTY  Penalized Code  Academic Penalty  Administrative Penalty

Test/Asgmt. Weight: 20.00 Mark Reduction (%): 100.00

Conditions:

\*Date Assigned: 11/15/2021 Penalty Enforced Date: 11/25/2021 Eligible to Return Date:

Assessed By: Faculty Member