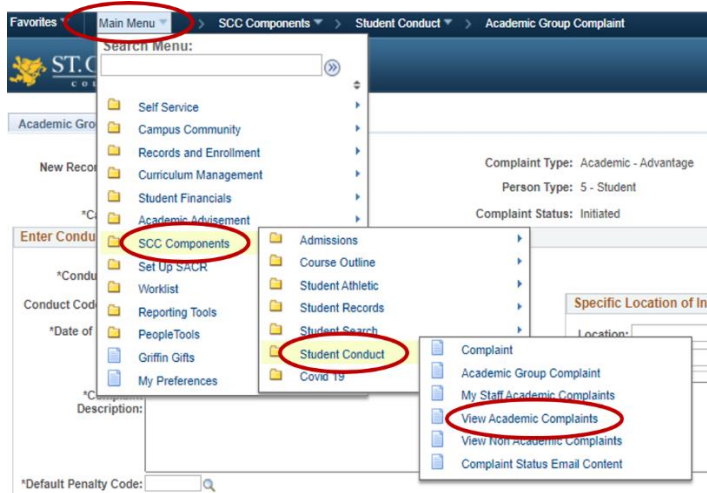


Student Conduct Database: How to Withdraw or Cancel a Complaint within 10 Days

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 and a search icon. The 'Complaint Number' field is circled in red, and the 'Student ID' field is also circled in red. The other fields are: Term, Campus, First Name, Last Name, and Other Name, all with 'begins with' dropdown menus.

Step 3: To withdraw or cancel the complaint, remain the first tab “Complaint”. Select the drop down status for **Complaint Status**.

The default of the Complaint Status is “Initiated”. If you are not able to select from the drop-down menu, it means that you are past the 10-day period and the academic penalty has been issued. Contact the Academic Integrity Coordinator instead.

- Select “Withdrawn” if, after meeting with the student, you wish to remove the incident from the database.
- Select “Cancelled” ONLY if the entry was made in error (i.e. wrong student).

Step 4. Click **SAVE**.

The screenshot shows a web interface for managing complaints. At the top, there are four tabs: "Complaint", "Conduct Code Violated", "Complainant", and "Witnesses (Opti)". The "Complaint" tab is selected and circled in red. Below the tabs, the "Complaint Number" is 5292 and the "Complaint Type" is "Academic - Advantage". A section titled "Complaint" contains a "Complaint Status" dropdown menu currently set to "Initiated". The dropdown menu is open, showing three options: "Cancelled", "Initiated", and "Withdrawn". The "Cancelled" and "Withdrawn" options are circled in red. To the right of the dropdown is a button labeled "Click Find Employee - If". Below the dropdown is a field for "*Date Received:" and another for "Employee Id:" with the value "*****". A "Received by:" field is also present. Below this is a section titled "Alleged Offender" with a "*Person Type:" dropdown set to "5-Student" and a "Find Employee Group" button. At the bottom, there is a "Student ID:" field with a search icon and a blue input field.