

Appendix

Final Examination for our Law Students

The Final Exam for the School of Law Students (LAW COURSES Only) will be held a week prior to the beginning of classes for Fall 2020 via the traditional means – supervised face-to-face examinations for each assigned course. In this way, we will ensure adherence and compliance to the very unique requirements and expectations of the CLE when they come to review our nascent law programs for accreditation. **All Law Students will be returning to Campus a week earlier for their Final Exam week.** The SOL Final Exam Schedule and when expected to be on campus will be communicated by our SOL Dean and the Registrar's office.

For students of Law, we appreciate that unlike other University programs and courses, most of you have close to 60-70% of your semester courses yet to be examined. And, with the risk associated with between 60 – 70% of the pending assessment for your assigned courses subjected to online or at home examinations or assessments unsupervised, the assessments will undoubtedly raise quality assurance queries from the CLE when they come to review our programs for accreditation.

Thus, upon engagement and consultation with your Dean and your faculty, the SOL, like all our respective schools will proceed and complete the remaining aspects of your syllabuses, which is less than 15% at this point of the semester and join other colleagues across schools to adopt and harness digital platforms and services for learning delivery and engagements for each of your assigned courses. Thus, The SOL will complete the rest of the remaining course content in your syllabuses via online mode harnessing digital platforms and services such as the institutions' CANVAS and/or ZOOM for learning engagements, ensuring that the remaining learning outcomes are adequately met.

Commencement & Additional Notes to Graduating Seniors

More updates on rescheduled dates of commencement and clearance requirements will be forthcoming from the Registrar's office and directly from your Dean. However, the University will provide attestations to graduating seniors who fulfill the requirements for the degree. Be assured we are committed to provide the required support and periodic updates to all our graduating seniors. Once again, the rescheduled graduation dates will be communicated as soon as the COVID 19 situation eases up and dates are firmed up in consultation with our Governing Council.

Commencement

Unfortunately, with the uncertain climate and the Federal Government guidance about large events, we have decided that it is in the best interest of the community, the students, and their families to postpone Commencement, originally planned for May 16, 2020. We are working on rescheduling the commencement for a later date. Stay tuned for more information.

Unfortunately, none of these decisions were easy to make, and we realize the significant impact they will have on our community. However, given the challenging times and first and foremost, the safety and health of our community, we felt it was important to make these decisions sooner rather than later. We appreciate the resilience of our community and know that we will all come together to support each other, and our students.

Submission of Current Student Academic Performance Status Reports; Faculty were required to submit to the DAPQA and the Registrar, academic performance and grades (including raw scores) on completed assessments/examinations/projects for each of their courses as of March 26, 2020, mapping the assigned grades to what is reflected on your respective course syllabus. We have also

requested that each of your faculty communicate this to you. **Please follow up directly with the instructors of your enrolled courses.**

All students and Faculty are required to adhere to the adjusted schedule, communicated by the Registrar with online classes and learning engagements starting on March 30 and ending April 17. **When classes end on April 17, all Faculty are required to submit grades for all students enrolled in their courses latest by May 1 after the final examinations are completed on April 24.**

Completion of Pending Course Requirements; Students who do not complete the pending requirements of their courses will receive an incomplete grade or a final grade based on their performance. We envisage that there might be scenarios where some few students will complain of limited access to internet connectivity, these students are required to take the initiative to immediately convey these issues to their instructors immediately and/or well ahead of time (for instance, not on the days of examinations for examination related cases, Chairperson of their departments (HODs) and Deans. We are also providing a list of Online Support Staff during this period See the appendix below. Students are strongly advised to also download recorded sessions of classes which will be shared by the Faculty to manage these scenarios and listen to them offline accordingly.

Given that our School of Law (SOL) final examinations are to be written on resumption of the Fall 2020 semester, all SOL Faculty will submit an incomplete grade for every student enrolled in their respective courses. Incomplete grades will be incomplete with the current academic performance of the students e.g. I/A, I/B, I/F etc. However, the remaining aspects of the courses will be completed by the semester end date like all Schools. Only their Final exams will be pending. Therefore, all students are hereby required to participate fully on all online learning engagements, sessions and assessments provided by your instructors for all your enrolled courses and online class sessions. Please note, the onus rest on you to communicate to your instructors challenges in a timely and appropriate manner via email and as conveyed herewith. Please note, periodic policy guidelines and updates will be conveyed to all students enrolled in various courses by their respective Faculty, HODs and Deans via email or via CANVAS.

Notes to Graduate Students (Masters and Doctoral)

In addition to the highlighted requirements above for online classes and examinations, our graduate students are strongly advised to take advantage of this period to be in close contact via email with the officers of the School of Graduate Studies, instructors for enrolled courses and their respective coordinators for any challenges or queries. There will also be direct periodic updates from the Dean of the Graduate school. All Doctoral (PhD) students must be in continuous engagements and contact with their supervisors remotely and use the time effectively and efficiently towards accelerating their research activities.

Revised/Collapsed Spring 2020 Academic Calendar

The rest of the Spring 2020 Academic Calendar has been collapsed as represented below:

Classes: Monday, March 30 - Friday April 17, 2020 (three weeks)

Final Exams: Monday, April 20 - Friday April 24, 2020 (one week)

Final Grades: Due by 5pm on May 1, 2020 (after one Week)

Online Classes and Engagements through the End of the Semester- April 17, 2020

Employees Working Remotely

AUN will extend the guidance for employees to work remotely effective Thursday, March 26, 2020. Further guidance will be provided periodically.

Undergraduate Admissions Open Houses, Information Sessions will be held virtually and through other platforms such as Television and Radio. Additional information about these events will be shared with the affected students, faculty, and staff soon by the Director of Admissions and University Relations.

Refresher Training for Faculty on Online Learning Platforms; The Director of Academic Planning and Quality Assurance and his team already conducted a refresher course for Instructors across the campus, on these platforms and are available for individual further consultation and support to faculty and students during this period remotely.

Support Teams in IT for Students and Faculty; During the current university locked down, all technology support will be provided remotely. If you require technical support, as an initial step, we ask that you directly contact the personnel for IT support as highlighted via the contact list highlighted below this note.

Further, IT is also working on establishing additional support hotline to allow User Support Services staff to better assist you. **For now, the hotline number to call is 0705 501 9838.** The hotline will be active starting, March 30, at 8 a.m. If you are prompted to leave a voicemail message after calling the hotline, we encourage you to do so, because IT support will have someone actively monitoring those messages. You can expect to either receive a phone call or have a ticket created on your issue and follow up with you directly.

IT Support Team

Services	Level 1 Support	Level 2
<ul style="list-style-type: none"> • Learning Management Systems (CANVAS, ZOOM, MOODLE, ACTIVE PRESENTER) • OpenERP • Library System • E-books • CarePlus 	is.support@aun.edu.ng	<p>Dimeji Adegbenro 0816 427 4303 0802 625 7856</p> <p>Nasiru Yakubu 0805 703 2980</p>
<ul style="list-style-type: none"> • Hardware • System Software (Operating system, MS-Office Package, Antivirus etc.) • Domain Password • Email Password • Network Connectivity 	it.support@aun.edu.ng	<p>Andrew Abaye 0807 209 1976</p> <p>Dogara Williams 0705 501 9838</p> <p>Abdul Murtala 0805 200 1153</p>

AUN Library Services

Although our library will be closed effective March 26, 2020, our library staff will be working remotely and will provide guidance for our learning community to access online available array of digital reading materials, access to e-book catalogues openly accessible. The library will respond to students and faculty inquiries via email and will answer or return calls when necessary. In addition, they will be emailing to students and faculty phone contact information and updates of newest resources (including their login credentials) as they become available (please refer to the appendix for the ones currently available).

The University Library while anticipating the possible closure of the University has allowed students to borrow hard copy books for the duration of the closure – Undergraduates (3), Graduating seniors (5) and graduate students (10), making free e-books and e-journal articles in various subjects available for students to copy from the Library computers for home use and providing contact information of Library staff members.

University Library Support Team

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Current Available Library Resources

Database/ Provider	Resources	Manner of Access	How to Access
ProQuest (Ebrary)	Ebooks in all disciplines	Log in with Student ID number	Go to> - library.aun.edu.ng – click on Databases – then click on – Ebrary- Log in with your AUN ID and browse
Research4Life: HINARI, OARE, AGORA, GOALI, ARDI	E-journal articles on Environment, Law, science, Agriculture	Use ne password for any of the collections.	Username: NIE 177 Password: 82980
Springer Nature	Current E-research articles on COVID-19	Springernature.com then SARS-COV-2 and COVID-19 read articles	You may register for Nature Newsletter from the Website
Taylor and Francis	Selected E-books		https://www.taylorfrancis.com/search?key=&isFullAccessOnly=true

Online Learning Mentors/Advisors Support Team

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