



ACADEMIC INFRACTION INSTRUCTIONS (FOR FACULTY)

When there is suspicion of academic misconduct, the faculty member should conduct a preliminary investigation to determine the veracity of his/her suspicion or allegation. Afterward the following steps should be followed:

- Step 1: Collect all relevant documentation or evidence of academic misconduct.
- Step 2: Fill out the infraction form in detail and attach all relevant documentation or evidence (always have evidence to support your suspicions). Please note that faculty members are free to indicate the appropriate academic sanction. Faculty members may recommend a disciplinary sanction on the form. However, disciplinary sanctions are reserved for only the academic integrity council, AIC.
- Step 3: Make a copy of the infraction form and attached documentation for your record.
- Step 4: Inform the student of the allegation of misconduct and invite the student to respond to charges within five working days of the official correspondence (e.g. AUN e-mail). In your official correspondence to the student, their options for response must be clearly stated with detail about the ramifications of their choice (see language below).
- Step 5: After three (3) working days (or after the response has been received from the student), forward the original form and supporting documentation or evidence to the Dean's Office of your school for his signature. After the Dean's signature, the Administrative Assistant will forward all forms to the AIC administrator or judicial affairs.
- Step 6: Respond to charges (via e-mail or in person) within 3 working days of the notification. There are three (3) responses to charges, they are as follows:
- ☐ I ACCEPT the charges and sanction as presented and waive my right to a hearing.
 - ☐ I ACCEPT the charges but NOT the sanction and wish to exercise my right to a hearing to review the sanctions only.
 - ☐ I DENY the charge(s) as presented and wish to exercise my right to a hearing.
- If the student chooses to accept the charges and the sanction, the student acknowledges that he/she has committed the infraction and accepts the sanctions imposed by the faculty. The matter is closed and the sanction takes effect immediately. The faculty member will notify all relevant parties including his Dean, Registrar and Judicial Affairs by sending each party a copy of the filled infraction form and the attachments.
 - If the student chooses to accept the charges but NOT the sanction, the student acknowledges that he/she has committed the infraction but he/she does NOT agree to the sanctions imposed by the faculty. If the student chooses this option, the Council will conduct a hearing to review only the sanctions imposed only. Faculty should refer the matter to the hearing administrator, Prof. Linus Osuagwu after the student has ticked this option.
 - If the student chooses to deny the charges, the student refutes that any infraction occurred. If the student chooses this option, a hearing will be called and the faculty will be asked to present the case to the Academic Integrity Council and the student shall respond afterwards. Faculty should refer the matter to the hearing administrator, Prof. Linus Osuagwu after the student has ticked this option.
 - If the student chooses not to respond to charges, by default the student is deemed to have accepted the charges and the sanction. However, the student should be informed by the faculty of the implication of not responding.

The student(s) will be required to attend the hearing to defend his/herself, when called upon (via official University correspondence). The student has the right to be accompanied by an advisor - any faculty, staff or student – who may attend the hearing with him/her to provide support.

Faculty members will always be expected to present their cases before the academic integrity council along with all support evidence. See the Academic Integrity code for more details.