

# Memorandum



## OFFICE OF THE CHAIRPERSON

**TO:** University Committee on Academic Policy  
**FROM:** Jared English Academic Assembly Chairperson  
**SUBJECT:** University Policy in regards to Professors' old exams  
**DATE:** January 13, 2004  
**CC:**

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### University Policy in regards to Professors' old exams

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Over the last year the Academic Assembly has increasingly grown concerned with the lack of a University policy that adequately addresses the way professors' distribute and collect their old exams. Over the last year a number of representatives of the Academic Assembly have witnessed that some students have access to prior exams that a professor has written while others do not have access to that same exam. This practice is worrisome when a professor, semester after semester, uses the same exam with little if any changes. In the view of the Academic Assembly this gives some students in the class an unearned advantage that comes at the expense of others. This advantage is compounded if the professor employs a curved scale to determine the grades of the students in the class.

After reviewing the Academic Freedom Report (AFR) and the other University policies in the Spartan Life Student Handbook and Resource Guide, the Academic Assembly has come across one University policy that may address this issue. In the General Student Regulations section of Spartan Life, section 1.02 of Protection of Scholarship and Grades, it states that, "no student shall procure, provide, accept or use any materials containing question or answers to any examination or assignment without proper authorization." This section could be interpreted to adequately cover the concerns raised above. However, the Academic Assembly feels if this section does apply to students acquiring old exams then there is lax enforcement on behalf of the University to curb such behavior or to prevent it from occurring in the first place. Therefore, the Academic Assembly requests that the University Committee on Academic Policy (UCAP) review this matter and draft a policy that addresses this concern. In the packet of information accompanying this letter the Academic Assembly has outlined its vision of potential University solutions.

Sincerely,

Jared English  
The Academic Assembly Chairperson  
The Associated Students of Michigan State University

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MICHIGAN STATE  
UNIVERSITY

February 4, 2004

**MEMORANDUM**

**TO:** Bridget Behe, UCAP Chairperson  
Eric Crawford, UGC Chairperson  
Ahmed Baset, UCSA Chairperson

**FROM:** Jon Sticklen, Chairperson  
Executive Committee of Academic Council

**SUBJECT:** University Test Policy

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As you are aware, the Executive Committee of Academic Council met yesterday and discussed the attached information regarding University Test Policies. It was agreed that this information should be sent to your committees for review and we are asking for response back to ECAC at our March 16, 2004 meeting.

Thank you!

JS/jh