

## Assignment and Exam Pick Up/Review Service Policy for Students

The Kresge Learning Support Team (KLS) staffs the Kresge Library front desk (K4511 Kresge Hall South) where students can pick up or review graded assignments and exams in a secure, supervised environment. KLS has combined this service with the course material TEXTPAK distribution, allowing students to have a single location to access or pick up course-related material.

Any student who violates the University Honor Code or this policy while reviewing material will be reported to the [Ross Community Values](#) Committee.

### Material Availability

Assignments and exams are generally available to students over a two-week period unless specified to be returned at an earlier or later time. Once the viewing period is over materials will be returned to the Faculty Support Coordinator's office at Ross and then delivered to the specific faculty's office.

### KLS will:

- not distribute any material without a photo ID.
- retrieve the assignment or exam requested and inform the student of the viewing policy.
- record and track student viewing information.
- Inform students of regrade procedures: they will write their questions on a piece of paper that will be attached to the exam and placed in a folder with other regrades for that exam. We will notify faculty via email (approximately once a week) until the material is returned if there are any grade appeals.
- notify faculty and, if needed, report any student violations to the [University of Michigan Ross Community Values Committee](#).

### Students will:

- provide photo ID to Learning Support Staff (UMID, driver's license, or other official photo ID). Without a legitimate photo ID, no assignment or exam will be distributed
- pick up their assignment or exam as specified by faculty *or* review their assignment or exam in view of Learning Support Staff at all times.
- not have any electronic devices in use while reviewing materials at the Learning Support Desk (all cell phones, tablets, laptops, etc must be contained in backpack, purse, or pocket).
- follow all Regrade Request procedures.
- Only 7-8 students will be allowed to review material at the Learning Support Desk at one time. Additional students will be required to wait until there is space to accommodate them.

Due to security and confidentiality concerns, Learning Support Staff will not be able to accommodate exceptions to the policy such as taking photos, scans, or allowing students to remove a "view only" exam temporarily with instructor approval.

### Kresge contacts:

Kresge Learning Support Team, [kresge\\_learn@umich.edu](mailto:kresge_learn@umich.edu)



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Scan to view the **Academic Honor Code**.