

## Film and Media Studies Grade Dispute Policy

- These policies are regarding disputing final course grades
- In general, the Director of Undergraduate Studies (DUS) handles grade disputes in undergraduate classes
- A student who believes that their course grade is incorrect must first talk to the instructor. The instructor must explain their grading policy and how the grade was arrived at.
- If the student is unsatisfied, they meet with the DUS who explains the procedure and discusses the case.
- If the student wants to go forward with their complaint, they submit a written description of the situation to the DUS. The DUS forms a committee with another faculty member who has taught the course recently (if possible). If needed, additional information is obtained from the instructor.
- The committee decides and notifies the instructor and the student. The instructor is asked to change the grade, if appropriate.
- If the case involves the DUS, another member of the executive committee will handle the case.