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 makes a decision and notifies the instructor and the student. The instructor is asked to change the grade, if appropriate.

- If the student wishes to appeal further, they are sent to the Office of Undergraduate Education

- If the case involves the DUS, another member of the executive committee with handle the it.