PRODUCTION REVIEW COMMITTEE PROCEDURE

The Production Review Committee (PRC):

The charge of the PRC is to review and assess academic penalties to students who are found in violation of departmental rules governing our Production Curriculum. Any issues outside of this, such as those related to the Tisch School of the Arts Policies & Procedures Handbook, and the Tisch School of the Arts Academic Integrity Policy, will be referred to the appropriate entity (Tisch Student Affairs).

Production Review Process:

1. When a rule violation is reported, the Area Head of Production & Production Supervision investigates the matter and presents a complete report to the Chair of Undergraduate Film & Television within a 4-week time frame. This applies to any action considered to be a violation of the rules posted on the Wiki or in the syllabus for the course.

2. As part of the report, the Area Head will do the following:
   a) Discuss the issue with the student’s instructor
   b) Collect and review data obtained from the production, such as production information, E-mails, and other records.
   c) Meet with the student(s) suspected of a violation, and when deemed necessary, meet with other students involved in the production.
   d) Write a summary of his/her findings and submit that to the Chair

3. When this report is submitted to the Chair, the Chair makes a determination based on the report whether or not disciplinary action may be warranted. If so the chair will convene, the Production Review Committee to review the matter. The Chair must make this decision within 2 weeks of receipt of this report. If the chair determines that disciplinary action is not warranted, the matter is considered resolved.

4. At the Chair’s request, the Production Review Committee (PRC) convenes to review the report and discuss the matter. The committee has 6 weeks upon receipt of the AH PS report to do further investigation and come to a conclusion. That period of time can be extended in consideration of Winter Break and Summer Session.
5. During this time, the PRC confers with both instructor and with the Office of General Counsel (OGC), and arrives at a final decision. The PRC prepares a letter, in consultation with OGC, addressed to the student, copying the Chair and any other necessary parties: course instructor, production supervisor, the area head and administrative staff.

6. Possible outcomes for these infractions include the following and depend upon the severity of the infraction:

   i. Disqualification from exhibition in school festival(s)
   ii. Suspension of production privileges for the remainder of the AY and/or future semester thereafter. Production privileges includes; enrollment in production classes and use of associated equipment and facilities, crewing on any student projects
   iii. *Grade Reduction

**IMPORTANT POINTS:**

*Grade Reduction:* With regard to a conclusion that results in the recommendation of a reduced grade, the PRC must first consult with the instructor. If the instructor agrees, then the decision to reduce grade will go forward. If the Review Committee and Chair recommend a grade reduction, and the instructor does not agree, then the Review Committee reserves the right to re-review the penalty and impose an alternative penalty that does not involve a reduction in grade.

While the violation is under review, the student will be allowed to proceed with course registration for production classes, with the understanding that the violation may result in the need to drop the class.

**DEPARTMENTAL NOTIFICATION/COMMUNICATION**

The Chair will notify the Associate Dean of Student Affairs of any sanction imposed. The Area Head of Production should notify all relevant staff, so that they are made aware in case of a violation that results in a student’s restricted access to equipment and facilities. Such departmental areas that will require notification include but are not limited to the following:

- **REGISTRATION OFFICE:** If the resulting decision is to suspend students from registering for production course.

- **PRODUCTION CENTER:** If the resulting decision is to prohibit students from being able to crew on other student projects.
• **INSURANCE & RISK MANAGEMENT:** In both scenarios above, we should inform IRM of those students who are facing disciplinary action.

**STATUTE OF LIMITATIONS:**

If the process outlined above is not initiated within a one-semester time frame from initial reported violation, the violation is considered abandoned. In addition, if a decision has not been made within 2 consecutive semesters, the violation is no longer considered reviewable and pending.

**APPEAL PROCESS:**

If the student wishes to appeal a decision he/she must appeal to the Chair of the Department.