

# Production Review Process

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## PRODUCTION REVIEW PROCESS

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This document outlines how UGFTV responds to matters related to violations of our production guidelines, including but not limited to unsafe and unprofessional practices and behavior. All such matters are first escalated to the Chair of the Department and the Associate Chair of Production, where an investigation is conducted to determine the nature and scope of the reported violation. Most matters involving a potential violation of our safety protocols are then escalated to a Production Review Committee, which will conduct a thorough review of the case and recommend further disciplinary action if necessary.

### The Production Review Committee (PRC):

The charge of the PRC is to review matters involving students who are found in violation of departmental rules governing our Production Curriculum. Any issues that are not directly related to UGFTV production rules, such as violations of the [Tisch School of the Arts Academic Integrity Policy](#) and other [New York University](#) policies, will be rerouted to the appropriate entity.

### Production Review Process:

1. When a rule violation is reported, the Area Head of Production and Production Advisement investigates the matter and submits a report to the Chair of Undergraduate Film and Television within a four-week timeframe from the moment of discovery of the violation. This applies to any action considered a violation of the rules posted on the [Kanbar Film & TV website](#) and outlined in the course syllabus.

2. As part of the report, the Area Head(s) will do the following:

- a. Discuss the issue with the student's instructor