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Students wishing to file a complaint about a course grade, or a grade received for a particular piece of work in a course, should first attempt to resolve the matter through discussion with the instructor. If the issue cannot be satisfactorily resolved between student and instructor, the student may specify in writing the basis for the complaint and request a review by the departmental chairperson. A written complaint about a grade for work completed while the course is in progress must be submitted to the departmental chairperson no later than two weeks after notification of the grade. A student must submit a written complaint about a final course grade to the departmental chairperson no later than four weeks after the end of the exam period for that term.

A student who wishes to appeal the decision of the department should appeal in writing to the office of the dean of the faculty offering the course. Written notification of the action taken by either the chairperson or by the dean will be sent to the student within four weeks of the filing of the appeal, excluding those weeks in which classes are not in regular session.

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For additional information, contact RU-info at 732/932-info (4636) or colonelhenry.rutgers.edu.
Comments and corrections to: [Campus Information Services](#).

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