

## Summer & Winter Session Appeal FAQs

### 1. Where can I find the summer session appeals policy?

Go to [Academic Policies & Procedures](#) to view our appeals policy.

### 2. What am I allowed to appeal?

You may appeal the following registration and/or payment transactions:

- Late Fee Waiver
- Late Registration
- Add/Drop
- 100% Tuition Refund
- Withdrawal with a 50% refund

### 3. Is anyone excluded from appealing?

Yes. Students registered in a Law School course or a Rutgers Business School graduate course, or are a participant (applies to any course) of the Qualified Unemployed Workers Tuition Waiver Program. For more information, see “Grounds for Ineligibility” section of the Appeal Policy.

### 4. How do I submit an appeal?

An Appeal Application must be formally submitted through the [Summer & Winter Sessions Application Portal](#) (SWAP). First time users must create an account and then select Appeal Form which can be found under Available Applications. Students are strongly encouraged to include documentation with their appeal.

### 5. When will I be notified of a decision?

Appeal decisions are generally made within 5 business days of receiving the appeal and will be communicated to you through the Message Center in [SWAP](#). The decision result may be delayed if the appeal application is incomplete, is lacking documentation, or if consultation with additional University departments is necessary. Please check the Message Center for communications from our office.

### 6. If my appeal is denied, can I re-appeal?

Decisions can be appealed only in the event that new documentation or information is submitted for review. New documentation must be considered relevant by the Office of Summer & Winter Sessions in order to justify further review. Simply disagreeing with the decision is not grounds for reconsideration.

### 7. Do I have to upload supporting documentation with my Appeal Application?

You are strongly encouraged to include documentation with your Appeal Application. Please see the Appeals Policy for more details.

If you do not see your question here, please email your question to the Office of Summer & Winter Sessions, [summersession@newark.rutgers.edu](mailto:summersession@newark.rutgers.edu).

**University deadlines, costs, and policies are accepted by students upon registration. It is the responsibility of the student to make all registration cancellations and/or changes prior to the registration and payment deadlines. Summer Session policies, course information, and important dates and deadlines can be found on our website: [summer.newark.rutgers.edu](http://summer.newark.rutgers.edu).**