

ADMINISTRATIVE POLICY
EMERGENCY WITHDRAWAL

This policy pertains to students.

A student may request an Emergency Withdrawal when an emergency occurs outside of their control and prohibits them from completing a class or classes in which they are currently enrolled (e.g., severe medical problems or traumatic events). A student may be eligible for an Emergency Withdrawal only if the timing or nature of the emergency prevents them from voluntarily withdrawing from their class(es) before being issued a grade. If approved, the student will receive an Emergency Withdrawal (WE) for the requested classes

Students must initiate an application for an Emergency Withdrawal no later than twelve (12) months following course completion. An Emergency Withdrawal is limited to a maximum of two semesters during Fox Valley Technical College enrollment. An Emergency Withdrawal will not be granted following degree conferral.

An Emergency Withdrawal form may be requested by contacting the college Registrar (EnrollmentServices@fvtc.edu) or at www.fvtc.edu/forms.

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