

Policy Title: **EMERGENCY WITHDRAWAL**

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 of WF or F. If approved, the student will receive a grade of **Emergency Withdrawal (WE)** for all classes impacted by the emergency.

Students must initiate an application for an Emergency Withdrawal no later than one academic year after the semester in which the classes were taken. An Emergency Withdrawal is limited to a maximum of two semesters during enrollment at Fox Valley Technical College. An Emergency Withdrawal will not be granted following degree conferral.

An Emergency Withdrawal form may be requested through the college Registrar ([registration@fvtc.edu](mailto:registration@fvtc.edu)) or at [www.fvtc.edu/forms](http://www.fvtc.edu/forms).

*Adopted: 07/27/2022*

*Reviewed: xx/xx/xx*

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