



## Request for Extenuating Circumstance Withdrawal

Student academic success is important to us at Nicolet College. When a student enrolls in classes, they make a commitment to participate and attend classes. Students may withdraw from courses prior to the date on which 75% of the course sessions have been conducted. If extenuating circumstances (situations outside of a student's control) arise after the withdrawal deadline, and the extenuating circumstances prohibit the student from attending and completing their course(s), the student may apply for an Extenuating Circumstance Withdrawal.

At the time of the extenuating circumstance, students are encouraged to work with their instructor(s) to see if arrangements can be made to complete the remaining classwork. If other options are not available to the student, the student may apply for an Extenuating Circumstance Withdrawal. If granted, there is no refund of tuition or other fees paid for the course(s). If granted, a grade of "W" will be issued for the course(s).

Students are eligible to apply for an Extenuating Circumstance Withdrawal **only** if the student was attending classes, and making satisfactory progress at the time of the extenuating circumstance event.

Types of extenuating circumstance events may include:

- Death of an immediate family member that required extended absence. A photocopy of the death certificate and explanation of the extended absence will be required.
- Medical emergency for self or dependent that is currently being treated which resulted in the inability to attend classes for an extended period of time. A completed Medical Documentation form will be required. Documentation must include the dates of illness, dates of medical appointments and/or the dates of admission to the hospital that prevented the student from attending classes. Medical documentation must be signed by a doctor, nurse practitioner or physician's assistant (one who is authorized to diagnose and treat patients and is a licensed healthcare provider whose care the patient is under). Pre-existing conditions require additional supporting documentation to substantiate an extended absence.
- Military activation or deployment that required an extended absence. A copy of orders or call to duty will be required.
- Employer required changes to the student's existing work schedule that prevented the student from attending class(es) for an extended period of time, where failure to accommodate the work schedule would have resulted in employment being terminated. A signed letter from the employer or immediate supervisor, with details regarding the schedule change (reason for change, effective date, notice given) and impact to class schedule will be required.
- Other similar events which can be verified and which prohibited the student from being able to attend/participate in scheduled course(s).

### **Possible Impact Resulting from an Extenuating Circumstance Withdrawal**

- Financial Aid: If the student is receiving financial aid, an Extenuating Circumstance Withdrawal may result in repayment of financial aid, or affect the student's future eligibility for financial aid.
- Veteran's Benefits: If the student is receiving veterans educational benefits, an Extenuating Circumstance Withdrawal may result in repayment.
- Health Insurance: If the student is on a health insurance plan (parents or other) tied to active enrollment, insurance eligibility may be impacted.

## **Instructions for Requesting an Extenuating Circumstance Withdrawal**

An Extenuating Circumstance Application must be completed by the student. The completed Extenuating Circumstance Application, with proper documentation, must be received in Nicolet's Welcome Center no later than 30 calendar days after the last class session of the course(s) the student is requesting to withdraw from. Any supporting documentation provided will become part of the student's record. Phone calls, emails, and other communication **do not** constitute an Extenuating Circumstance Withdrawal.

Extenuating Circumstance Applications are to be submitted to Nicolet's Welcome Center, UTC Room 210. The form and supporting documentation may also be mailed to:

Welcome Center, Nicolet Area Technical College, PO Box 518, Rhinelander, WI 54501

The application and supporting documentation may be faxed to (715) 365-4901.

## **Exclusions**

The following **are not** grounds for an Extenuating Circumstance Withdrawal:

- Past Due Account Balance: An Extenuating Circumstance Withdrawal is not a substitute for keeping a student account paid and current. The student is responsible for charges and payments to their account. The College may deny an Extenuating Circumstance Withdrawal for a student whose account balance is past due.
- Failure to Drop Classes: It is the student's responsibility to drop all classes they do not plan to complete. Failure to drop a class prior to the withdrawal deadline does not qualify the student to seek an Extenuating Circumstance Withdrawal.
- Non-Attendance or Poor Academic Progress: Extenuating Circumstance Withdrawals are for students who are academically engaged (attending and participating in classes prior to the extenuating circumstance event). Extenuating Circumstance Withdrawals will not be approved for students who have stopped attending classes due to personal reasons, and/or those with poor academic progress.
- Situations that are Academic in Nature: If the situation is related to coursework, instruction, and/or violation of the Academic Code of Conduct, an Extenuating Circumstance Withdrawal will not be granted. Students should refer to the Nicolet College Catalog for additional information.

## **Questions?**

For assistance with this application, contact Nicolet's Welcome Center in person in UTC Room 210, or by phone at (715) 365-4493 or (800) 544-3039, ext. 4493. Students may also seek assistance from their academic advisor or the College Registrar.