

**FLORIDA ATLANTIC UNIVERSITY
NOTICE OF PROPOSED REGULATION AMENDMENT**

Date: March 20, 2020

REGULATION TITLE AND NUMBER: Exceptional Circumstances Withdrawal (4.013).

SUMMARY: The Division of Student Affairs seeks to amend FAU Regulation 4.013, Exceptional Circumstances Withdrawals (ECW). The ECW Regulation outlines the process and procedure for a student to request a withdrawal from the University, without adverse academic consequences, for exceptional circumstances including but not limited to incidents of physical or mental illness or injury, death of an immediate family member, military duty, incidents in which the student is the victim of a crime, or the student's service as a primary care-giver to an immediate family member. The proposed changes are summarized as follows:

1. Defines an immediate family member, consistent with Board of Governors Regulation 7.002, as a parent, step-parents, spouse, child, sibling, or grandparents.
2. Authorizes a refund of 100 percent of a student's tuition and associated fees when an exceptional circumstance withdrawal is granted, as required by Board of Governors Regulation 7.002.

FULL TEXT OF THE AMENDED REGULATION: The full text of the proposed amended regulation is attached below to this notice. The full text of the existing regulation is posted on FAU's website at www.fau.edu/regulations. In addition, the full text of the proposed amended regulation and current regulation are available upon request to the Office of the General Counsel, which can be contacted at (561) 297-3007 or GeneralCounsel@fau.edu.

AUTHORITY TO AMEND THE REGULATION: Article IX of the Florida Constitution and the Board of Governors Regulation Development Procedure dated July 21, 2005.

UNIVERSITY OFFICIAL INITIATING THE REGULATION AMENDMENT: Dr. Larry Faerman, Acting Vice President, Student Affairs & Enrollment Management.

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. In response, the University may solicit additional comments from the Office of the General Counsel, 777 Glades Road, Boca Raton, Florida, 33431, (561) 297-3007 (phone), (561) 297-2787 (fax), GeneralCounsel@fau.edu

Florida Atlantic University

Regulation 4.013 Exceptional Circumstances Withdrawals

(1) PURPOSE.

The purpose of this regulation is to outline the process and procedure for a student to request a withdrawal from the University for Exceptional Circumstances.

(2) The Exceptional Circumstances Withdrawal (ECW) Committee is comprised of the following persons:

- (A) Associate Vice President (AVP)/Dean of Students or designee (chairperson)
- (B) Representative from Student Health Services
- (C) Representative from Counseling and Psychological Services
- (D) Representative from Student Accessibility Services
- (E) Other campus administrators may be invited to participate at the invitation of the AVP/Dean of Students.

(3) Meetings will be held weekly or as needed. A minimum of three (3) committee members must be present to hold a meeting or recommend action. The ECW committee will meet to review and discuss ECW Applications. If the committee finds it necessary to withdraw a student from an exceptional circumstance after the official drop consequences deadline must request to do so in writing to the Dean of Students.

(B) Acceptable Reasons for Exceptional Circumstances

- 1. Physical illness or injury
- 2. Mental illness

- 3. Death of an immediate family member (parent, step-parents, spouse, child, sibling, or grandparents)
- 4. Call to active military duty
- 5. Victim of a crime
- 6. Primary caregiver to immediate family member
- 7. Other reasons, on a case-by-case basis

(C)

- (A) Physical Illness or Injury
 - 1. Medical Certification Form including all required information.
 - a. Must clearly state the presence of a physical illness or injury, which is diagnosed and documented by an appropriately licensed medical professional.
 - 2. Release of Medical Information Form.
 - 3. Any supplemental documentation must be on the official letterhead of the treating licensed health care provider and dated.

- (B) Mental Illness
 - 1. Medical Certification Form including all required information.
 - a. Must clearly state presence of a mental disorder classifiable under the current American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders (DSM) or International Statistical Classification of Diseases and Related Health Problems (ICD). Such disorder must be diagnosed and documented by an appropriately licensed mental health professional. Stress and mild clinical depression are examples of conditions that do not qualify for Exceptional Circumstances Withdrawal.
 - 2. Release of Medical Information Form.
 - 3. Any supplemental documentation must be on the official letterhead of the treating licensed health care provider and dated.

- (C) Death of an Immediate Family Member
 - 1.

