

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

Date: June 18, 2009

**REGULATION TITLE AND NUMBER:** Exceptional Circumstances Withdrawals (4.013).

**SUMMARY:** The Division of Student Affairs seeks approval of proposed amendments to FAU Regulation 4.013, Exceptional Circumstances Withdrawals. This Regulation outlines the process and procedure for a student to request a withdrawal from the University for exceptional circumstances. The proposed revisions clarify the role and scope of the Exceptional Circumstances Withdrawals Committee and better informs students, faculty, and staff when it is appropriate to use this Regulation.

The Division of Student Affairs spent several months revising this regulation. It was also reviewed by the General Counsel's Office.

**FULL TEXT OF THE REGULATION AND AMENDMENT:** The full text of the proposed regulation amendment is attached below to this Notice. The full text of the existing regulation is posted on FAU's website at [www.fau.edu/regulations](http://www.fau.edu/regulations). In addition, the full text of the proposed regulation amendment 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](mailto: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. Charles Brown, Sr. Vice President of Student Affairs

**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 written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting:

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION AMENDMENT IS:** Myrlande Dessalines, Paralegal, Office of the General Counsel, 777 Glades Road, Boca Raton, Florida, 33431, (561) 297-3007 (phone), (561) 297-2787 (fax), [GeneralCounsel@fau.edu](mailto: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 Committee (ECW) is ~~composed~~comprised of the following persons:

- (A) Associate Vice President (AVP) and Dean of ~~Student Affairs~~Students or designee (chairperson).
- (B) Associate/Assistant Dean of ~~Student Affairs~~Students from partner campuses or designee.
- (C) Representative from Student Health Services.
- (D) Representative from Counseling Center.
- (E) Representative from the Office for Students with Disabilities.
- (F) Others campus administrators may be invited to participate at the invitation of the AVP and Dean of ~~Student Affairs~~Students.

(3) Meetings will be held ~~bi~~-weekly or as needed. A minimum of three (3) committee members must be present to hold a meeting or take action. The ECW committee will meet to discuss and take action on petitions. The petitioner may appear at the meeting only by invitation of the ECW committee.

### (4) Process and Procedure for an Exceptional Circumstances Withdrawal.

(A) A student who finds it necessary to withdraw from the University for an exceptional circumstance after the official drop/add ~~withdrawal of courses~~without consequences deadline must request to do so in writing to the AVP and Dean of ~~Student Affairs Office~~Students or Associate-~~or~~/ Assistant Dean of ~~Student Affairs Office~~Students on the partner campuses.

### (B) Acceptable Reasons for Exceptional Circumstances Withdrawals.

1. Physical illness or injury or mental illness ~~or injury~~.
2. —Death ~~in the of an~~ immediate family member.
3. Involuntary call to active military duty.
4. —Victim of a crime.
- ~~4.~~5. Primary care-giver to immediate family member.
- ~~5.~~6. ~~(~~Other reasons on a per case basis.

- (C) An Exceptional Circumstances Withdrawal is for all classes during the current semester, not for any individual ~~class~~(escourse(s)).
- (D) The application for Exceptional Circumstances Withdrawal must be filed with all documentation attached within the semester for which the withdrawal is requested. Complete Applications submitted/received after the semester ends, but within six (6) months of the ~~illness, injury or death~~occurrence of one of the events listed under paragraph (4)(B) herein may be considered at the AVP and ~~Dean's~~Dean of Students' sole discretion if the student's documents demonstrate that it was not possible for the student to file in a timely manner for reasons outside of the student's control.
- (E) All documentation must be in English or translated into English, and the translator's signature must be notarized. The translator must be someone other than the student or a relative of the student.
- (F) If the request for Exceptional Circumstances Withdrawal is granted, the student will receive a "WM" on his/her transcript, which indicates that the student withdrew from all of his/her classes because of Exceptional Circumstances. "WM" notations do not affect the student's grade point average.
- (G) An Exceptional Circumstances Withdrawal that is granted ~~includes~~may include a refund of applicable tuition but ~~does will~~ not include a refund of fees. Students on Financial Aid are encouraged to speak with a representative from Financial Aid. Students residing on campus are encouraged to speak with a University Housing and/or representative regarding their housing. Students with a meal plans will be prorated based on the date of approval by the ECW Committee. plan are encouraged to speak with a Business Services representative.
- (5) Documentation Guidelines ~~for~~pertaining to Reasons for Exceptional Circumstances ~~Withdrawals~~.
- ~~(A)~~
- (A) Physical Illness or Injury Withdrawals.
1. Documentation must be on the official letterhead of the treating licensed health care provider and dated.
  2. Documentation must explain or detail:
    - a. Diagnosis of the condition.
    - b. Reason the condition prevents successful completion of all course work.
    - c. Dates of treatment.
    - d. Prognosis.
    - e. Date the ~~patient~~student will be able to assume full academic ~~responsibilities~~.

(B) Mental Illness Withdrawals.

1. Documentation must be on the official letterhead of the treating licensed mental health care provider and dated.
2. Documentation must explain or detail:
  - a. Presence of a mental disorder classifiable under the current American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders, such disorder must be diagnosed and documented by an appropriately licensed mental health professional.
  - ~~b. 2. The reason the condition prevents successful completion of all course work.~~
  - ~~c. 3. Dates of treatment.~~
  - ~~d. 4. Prognosis.~~
  - ~~e-a. 5. Stress and mild clinical depression are examples of conditions that do not qualify for Exceptional Circumstances Withdrawal.~~
  - b. Reason(s) the condition prevents successful completion of all course work.
  - c. Dates of treatment.
  - d. Prognosis.
  - e. Date the student will be able to assume full academic responsibilities.

(C) Death of an Immediate Family Member.

1. For the purposes of this Regulation, an Immediate Family Member is defined as: Parent, Spouse, Child, Sibling or Grandparent.
2. Request must be accompanied by a death certificate or legal death notice.

(D) Involuntary Call to Active Military Duty.

1. Provide copy of Military Orders.

(E) Victim of a Crime

1. Letter from ~~military unit~~ Victim Advocate and/or Police Report.
- ~~2.~~
2. (E) The reason(s) the crime prevents the student's successful completion of all coursework.

~~(E)~~(F) Primary Care Giver to Immediate Family Member.

1. Letter from Medical Provider detailing the student's role in the care of the Immediate Family Member.
- ~~2. (ii) The time of demanded care must be in excess on primary care giver of what a normal relationship would require.~~
- ~~3.~~

2. ~~(F)~~The reason(s) the family member's condition prevents the student's successful completion of all course work.

(G) Other Reasons.

1. Official appropriate documentation to substantiate and/or verify the request.

(6) PROCEDURE.

- (A) Complete and sign Exceptional Circumstances Withdrawal Form.
- (B) Complete and sign Release of Medical Information Form, if applicable.
- (C) Submit and attach personal letter explaining and justifying the reason for the request.
- (D) Submit and attach supporting documentation.
- (E) Return all forms and documentation by the appropriate deadline to the AVP/Dean of Students Office two weeks prior to final exams.
- (F) The student will be notified of the decision in writing by mail.

(7) Students who are denied Exceptional Circumstances Withdrawal may appeal the decision in writing to the Senior Vice President for Student Affairs, postmarked or received within five (5) business ten (10) academic days of mailing of ECW decision letter. The Senior Vice President for Student Affairs may, within five (5) academic days a reasonable timeframe, approve, modify, or reject the original decision. The Senior Vice President for Student Affairs decision will be considered final agency action.

(8) Submitted documents shall remain in the AVP and Dean of Student Affairs Office, ensuring confidentiality in accordance to Family Educational Rights and Privacy Act (FERPA) Guidelines.

(9) When an Exceptional Circumstances Withdrawal is granted due to physical illness or injury or mental illness, a Student Affairs registration hold may be placed on the student's record and the student may be prohibited from enrolling for the semester following the exceptional circumstance withdrawal. In order for the Student Affairs hold to be lifted, the student must submit documentation from his or her treating licensed health care professional confirming that the student is medically and/or psychologically fit to return to school. The documentation will be reviewed by the ECW committee, to which will make a recommendation to the AVP and Dean of Student Affairs or designee, as to whether to continue the student prohibition of enrollment, reinstate the student with conditions, or reinstate the student with no conditions.

(10) Nothing herein shall reduce the commitment of the University to accommodate the needs of students with disabilities who are able to participate in University functions without hazard to themselves or to others.

*Specific Authority: Article IX of the Florida Constitution, Florida Board of Governors Resolution dated January 7, 2003, Florida Statutes 1001.74, 1004.07. History—New*

5-28-08, Amended 7- -09.