

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

Date: March 7, 2025

REGULATION TITLE AND NUMBER: Miscellaneous Student Rules (4.004).

SUMMARY: The University seeks to amend Regulation 4.004, Miscellaneous Student Rules. This regulation addresses a few general rules in the University community such as changes of address, official communications, promotional materials, and holds on student records. The proposed revision is as follows:

1. Deletion of paragraph (4), related to the withholding of transcripts and diplomas for students who fail to promptly pay debts owed to the University. This item is already addressed in Regulation 8.002, Tuition and Fee Assessment, Remittance, and Refunds.

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: Elizabeth Rubin, Interim Chief Compliance & Ethics Officer and Interim Deputy General Counsel.

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 REGULATION AMENDMENT: Ms. Cassandra Rey, 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 4.004

Miscellaneous Student Rules

- (1) Change of Address: Every student is responsible for maintaining a current address with the University Registrar. Changes of Address may be accomplished on-line or by contacting the Registrar's Office.
- (2) Official Communication with Students: Official university correspondence will be sent to the either the student's physical address on file with the Registrar, or FAU email address if a current student. FAU uses electronic mail to provide official information to students. Examples include notices from the library, notices about academic standing, financial aid information, class materials, assignments, questions, and instructor feedback. Students are responsible for the content of university communication sent to their FAU e-mail account and are required to activate that account and check it regularly.
- (3) Holds on Registrations. A hold on registration will prohibit and prevent one or more of the following actions: course registration, adding or dropping courses, academic petition or withdrawal processes, any other request for academic or administrative action. The following types of holds may be placed on a student's record:
 - (a) Financial. If a student owes the University money.
 - (b) Student Affairs. If a student has an issue involving nonacademic matters or misconduct.

In the event one of these holds has been placed on a student's registration, the Office of the Registrar will direct the student to the office placing the hold. A hold will be removed upon satisfaction of the condition giving rise to the hold. Requests for review may be made to the University Office responsible for placing the hold.

- (4) ~~Withholding of transcripts and diplomas. Students with a hold on registration or who fail to promptly pay debts owed to the University will be denied access to official transcripts and shall have their grades, transcripts and diplomas withheld.~~

Specific Authority: Article IX of the Florida Constitution, Florida Board of Governors Resolution dated January 7, 2003, Florida Statutes 1001.74, 1010.03. History—New 10-1-75; Amended 12-17-78; Formerly 6C5-4.0; Amended 11-11-87, 6-7-88; Formerly 6C5-4.004; Amended 5-28-08; Amended 5-15-18; ~~xx-xx-2025-~~