

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 recommendation. The ECW committee will meet to review and discuss ECW applications and recommend action to the AVP/Dean of Students

- (C) An Exceptional Circumstances Withdrawal is for all classes during the current semester, not for any individual course(s).
- (D) The application for Exceptional Circumstances Withdrawal must be filed with all documentation attached within the semester for which the withdrawal is requested. Completed applications received after the semester ends, but within six (6) months of the occurrence of one of the events listed under paragraph (4)(B) herein may be considered at the ADP's discretion if the student

- (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. For the purposes of this Regulation, an Immediate Family Member is defined as the parent, stepparent, spouse, child, sibling or grandparent of the student
 - 2. Request must be accompanied by a death certificate or legal death notice/obituary, and verification of relationship of deceased to the student

- (D) Call to Active Military Duty.
 - 1. Copy of Military Orders.

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

- (F) Primary Caregiver to Immediate Family Member.
 - 1. Letter from medical provider detailing the student's role in the care of the immediate family member.
 - 2. 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.
- (7) Students who are denied Exceptional Circumstances Withdrawal may appeal the decision in writing to the Vice President for Student Affairs, postmarked or received within ten (10) academic days of mailing of the ECW decision letter. The Vice President for Student Affairs may, within a reasonable timeframe, uphold or reverse the original decision. The decision of the Vice President for Student Affairs is considered final agency action.
- (8) Submitted documents shall remain confidential.
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