

UNIVERSITY PROCEDURES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

13.99.99.C3.01 Incapacitation or Death of a Student

Approved May 29, 2002

Revised March 22, 2013

1. INCAPACITATION

1.1 Texas A&M University-Corpus Christi allows a currently enrolled student, as a result of a prolonged illness or a serious incapacitating injury, to be administratively withdrawn from the University. The student should request this action in writing through the Office of Student Engagement and Success. After receiving confirmation in writing from a competent authority (e.g., attending physician, licensed psychologist/psychiatrist, etc.), the Office of Student Engagement and Success takes the following steps:

- 1.) Notifies the appropriate faculty, academic dean, and the Provost.
- 2.) Notifies the Office of the University Registrar.
- 3.) Notifies the Business Office to determine if a refund is applicable. State laws set the criteria for granting refunds.
- 4.) Notifies the Office of Student Financial Assistance if the student is a recipient of financial assistance.

1.2 Incapacitation of a student-Medical Withdrawal-The University allows a student to request an administrative withdrawal due to a prolonged illness or a serious incapacitating injury. The student should request this action in writing through the Office of the University Registrar, where it will be reviewed for further action. Written documentation from course faculty and competent authority (e.g., attending physician, licensed psychologist/psychiatrist, etc.) must be provided. The time limit for making this request is the end of the next long semester. If the request is approved, the grades for the semester of the incapacitation will be changed to a non-punitive mark of "W."

1.3 This procedure, however, in no way supersedes state and federal laws.

2. DEATH

When the death of a currently enrolled student is reported, the Office of Student Engagement and Success is notified immediately. After confirming the death, the Office of Student Engagement and Success takes the following steps:

- 1.) Notifies the President's Cabinet, appropriate faculty and academic dean.

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- 2.) Notifies the Registrar to set grades for all current courses to a non-punitive mark of “W” and to update directory data to block mailings to the deceased.
- 3.) Notifies the Business Office of the effective date of the assignment of the mark.
- 4.) Notifies the Office of Student Financial Assistance.

Contact for Interpretation: Vice President for Student Engagement and Success
(361) 825-3404