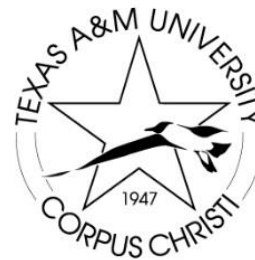


# 13.99.99.C0.03 Incapacitation or Death of a Student



Revised: November 26, 2018  
Next Scheduled Review: November 26, 2023  
[Revision History](#)

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## Procedure Summary

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This procedure outlines the processes to handle the incapacitation or death of a student enrolled at Texas A&M University-Corpus Christi.

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## Procedure

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### 1. INCAPACITATION

1.1. Texas A&M University-Corpus Christi allows a currently enrolled student to be administratively withdrawn from the university as a result of a prolonged illness, serious incapacitating injury, or extenuating circumstances. The student should request this action in writing through the Office of the University Registrar via the online appeal process, where it will be reviewed for further action. After receiving confirmation in writing from a competent authority (e.g., attending physician, licensed health care provider, etc.), the Office of the University Registrar takes the following steps:

- (a) Notifies the Business Office to determine if a refund is applicable. State laws set the criteria for granting refunds; and
- (b) Notifies the Office of Student Financial Assistance if the student is a recipient of financial assistance.

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."

1.2. This procedure 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 will notify the appropriate offices on campus and will

serve as the point of contact for the student's business affairs. The Office of Student Engagement and Success takes the following steps:

- (a) Notifies the President's Cabinet and the appropriate faculty;
- (b) 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;
- (c) Notifies the Business Office of the effective date of the assignment of the mark; and
- (d) Notifies the Office of Student Financial Assistance.

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## **Related Statutes, Policies or Requirements**

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There are no related statutes, policies, or regulations.

This procedure supersedes:

- *13.99.99.C3.01, Incapacitation or Death of a Student*

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## **Contact Office**

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Contact for clarification and interpretation: Vice President for Student Engagement and Success  
and Intercollegiate Athletics  
(361) 825-3404