Proposed Revision of University Procedure
Draft – December 14, 2005
College Deans’ Council Recommendation

13.99.99.C3.01 Incapacitation or Death of a Student
Approved May 29, 2002
Revised __________________________

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enrolled student, as a result of a prolonged illness or a serious incapacitating injury, to be administratively withdrawn from the University.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 Affairs. After receiving confirmation in writing from a competent authority (e.g., attending physician, licensed psychologist/psychiatrist, etc.), the Office of Student Affairs takes the following steps: forwards the information to the Provost, who consults with the appropriate college dean regarding the request, or with the Academic Advising Transition Center if the student has not yet selected a major. The appropriate faculty members will be consulted concerning the request. The College Deans’ Council will then review the case and recommend action to the Provost. If the Provost’s decision is to grant administrative withdrawal to the student as a result of medical incapacitation, the Provost takes the following steps:

1. (1) Notifies the appropriate faculty, academic dean, and the Provost.

(2) Notifies the Office of Admissions and Records to set all grades for the current term to a non-punitive mark of “W.”

(2.3) Notifies the Business Office to determine if a refund is applicable. State laws set the criteria for granting refunds.

(3.4) Notifies the Financial Assistance Office if the student is a recipient of financial assistance.

1.2 A severely incapacitated student who was unable to request administrative withdrawal during the semester in which the illness or accident occurred may request that grades for that semester be changed to a nonpunitive mark of “W.” The time limit for making this request is the end of the next long semester.

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 Affairs is notified immediately. After confirming the death, the Office of Student Affairs takes the following steps:
(1) Notifies the President, Provost, the appropriate faculty members and college academic dean.

(2) Notifies the Director of Admissions and Records 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 Financial Assistance Office.

Contact for Interpretation: Provost and Vice President for Academic Affairs
Vice President for Student Affairs

This procedure replaces University Rule 8.2.2.
INCAPACITATION OF A STUDENT

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 or a serious, incapacitating injury. The student should request this action in writing through the Office of Student Affairs.

After receiving confirmation in writing from a competent authority (e.g., attending physician, licensed psychologist/psychiatrist, etc.), the Office of Student Affairs forwards the information to the Provost, who consults with the student’s college dean regarding the request, or with the Academic Advising Transition Center if the student has not yet declared a major. The appropriate faculty members will be consulted concerning the request. The College Deans’ Council will then review the case and recommend action to the Provost. If the Provost’s decision is to grant administrative withdrawal to the student as a result of medical incapacitation, the Provost takes the following steps:

1. Notifies the appropriate faculty, academic dean, and the Provost.
2. Notifies the Director of Admissions and Records to set all grades for the current term to a nonpunitive mark of "W."
3. Notifies the Business Office to determine if a refund is applicable. State law sets the criteria for granting refunds. Please see "Refund of Tuition and Fees" in the “Tuition and Fees” section of this catalog for information on refunds.
4. Notifies the Financial Assistance Office, if the student is a recipient of financial assistance.

A severely incapacitated student who was unable to request administrative withdrawal during the semester in which the illness or accident occurred may request that grades for that semester be changed to a nonpunitive mark of “W.” The time limit for making this request is the end of the next long semester.

This policy, however, in no way supersedes State and Federal laws.

DEATH OF A STUDENT

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

1. Notifies the President, the Provost, the appropriate faculty members, and the student’s college academic dean.
2. Notifies the Director of Admissions and Records to set grades for all current courses to a nonpunitive 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.