

GENERAL INFORMATION FOR ALL STUDENTS



Student Responsibility

The university expects all Rice students to exercise personal responsibility over their actions. Their behavior should reflect a respect for the law and for their contractual obligations, a consideration for the rights of others, and shared standards of considerate and ethical behavior.

Students are responsible for knowing and following all information, policies, and procedures listed in this *General Announcements*. Questions should be directed to the appropriate office or administrator.

Rice encourages self-discipline, recognizing that effective student government, including judicial processes, and the integrity of the honor system depend on the willingness of all students to meet community standards of conduct.

The university, however, reserves the right to insist on the withdrawal of any student whose conduct it judges to be clearly detrimental to the best interests of either the student or the university. The appropriate authorities take such action only after careful consideration.

No individual or group may use the name of the university or one of its colleges without prior approval of the university or the college.

The Honor System

The honor system, one of the oldest and proudest traditions at Rice, is administered by the Honor Council, whose student members are elected each year by the student body. Adopted by a student vote in 1916, the honor system has remained essentially the same since that time but for changes in the procedures and membership of the Honor Council.

Students take all written examinations and complete any specifically designated assignments under the honor system. By committing themselves to the honor system, all students accept responsibility for assuring the integrity of the examinations and assignments conducted under it. The Honor Council is responsible for investigating reported violations and for conducting a hearing when the facts warrant. The assistant dean of Student Judicial Programs, who reviews the results of the investigations and hearing, considers the council's recommendations when issuing penalties.

The Honor Council conducts an ongoing program to acquaint new students and faculty with the honor system. The Honor Code and other related information and resources are located at the homepage of the Honor Council: <http://www.ruf.rice.edu/~honor/>.

The Code of Student Conduct

With regard to nonacademic disciplinary matters, the assistant dean of Student Judicial Programs and the University Court—a court of student peers—enforce the Code of Student Conduct that governs the administration of student order and discipline. The Code of Student Conduct applies to all undergraduate students, transfer students, graduate students, and professional students registered at Rice University, as well as to visiting students, Class III students, second degree students, and auditors from the time they arrive on campus for orientation until they have completed their studies or degrees and physically left campus. Organizations also are subject to this Code. All enrolled students also are subject to Rice University policies, rules, and regulations. The assistant dean of Student Judicial Programs oversees the judicial system under the auspices of the vice president for Student Affairs, who has general authority over the student disciplinary system. The Code of Student Conduct and other related information and resources are located at the homepage of the University Court: <http://www.ruf.rice.edu/~ucourt/table.html>.

Faculty Grading Guidelines

The Committee on Examinations and Standing has drawn up the following guidelines on grading. Additional information is available on pages 36–39.

- The evaluation of the student’s performance in a course and a decision on the appropriate grade is the responsibility of the designated instructor or instructors in the course.
- No student should be given an extension of time or opportunities to improve a grade that are not available to all members of the class, except for verified illness or justified absence from campus. Students who have three scheduled final examinations in two consecutive calendar days may, however, take one of the examinations at another time. Except for scheduled exams, no course assignments may be due between the last day of classes and the last day of the final examination period.
- Students in independent study courses are not to be allowed an extension beyond the time when grades are due. Faculty are to submit grades at the end of the semester for such students based on work completed during the semester. The instructor directing the independent study assumes responsibility with the student for ensuring that the work undertaken is appropriate to the span of a semester and for determining the degree credit to be received.
- The basis for grading and the expectations on all written assignments or tests should be clearly explained to the class in advance, preferably in writing at the beginning of the semester. The instructor should explain clearly which assignments or homework are covered by the honor system and which are not. To prevent allegations of plagiarism on written assignments, students should be warned that all direct and indirect quotations from other sources should be properly acknowledged. The instructor should explain the extent to which the student’s paper is expected to be independent of the references and clearly distinguishable from them.
- Instructors should be willing to give any student an explanation of his or her grade as consistent with the grading for the rest of the class. For this reason, the committee urges the faculty to preserve all examinations and written material not returned to students, as well as grade records, for at least the following semester so that students may, if they wish, review with their instructor the basis for the grade received.
- Instructors may not change a semester grade after the grade sheet has been submitted to the registrar, except when there is a clerical error in calculating the grade. This is a long-standing university rule of which the faculty are reminded by the registrar at the end of each semester. It is designed in part to protect the faculty from student pressure for grade changes. All other grade changes, including retroactive change to *withdrawal* or *incomplete*, must be approved by the Committee on Examinations and Standing on the basis of a written petition from the student and on information from the instructor.
- There is no university requirement that a final examination be given in a course. It is university policy that final examinations that cover more than the material since the last examination, that are the only exam in the course, or that are comprehensive of the entire course may be given only during the final examination period. Such examinations may not, for example, be labeled “tests” and administered during the last week of classes. Final examinations are normally of 3-hour duration. Faculty who, under exceptional circumstances, wish to give longer examinations may do so only if the exam is scheduled as take-home. Under no circumstances may final exams exceed five hours. The “due date” for all take-home final exams is the end of the examination period.

- First-year students receive mid-semester grades around the eighth week of the fall and spring semesters so that they can, if advisable, enroll in tutoring or drop a class for which they may not be prepared. Faculty who teach first-year students in any of their classes will be asked to submit grades of standing for these students during the seventh week of the semester and should schedule the grading of tests, quizzes, or homework assignments accordingly. These grades are not recorded on the student's transcript nor calculated in the grade point average, but they are important indicators for students and their faculty advisers.
- Departments using teaching associates, adjunct professors, or visiting faculty of any kind should make sure these teachers are familiar with Rice grading procedures. A regular faculty member who is well-versed in the grading guidelines should be assigned to assist such instructors.

The chair of the Committee on Examinations and Standing or the vice president for Student Affairs will be glad to advise any faculty member faced with exceptional circumstances that may justify special consideration. Students may petition the committee concerning the application of these guidelines. Suspected or possible violations of the honor system should be submitted to the Honor Council.

Fondren Library

Fondren Library provides a wealth of resources for study and research. Its permanent collection numbers 2.2 million volumes, almost 3 million microforms, 33,000 current periodical and serial titles, and more than 55,000 titles in audio, video, and computer formats. The library is well-equipped to meet the needs of students and faculty.

Students exploring the library's extensive holdings can take advantage of its networking systems. With Macintosh, PC, and UNIX workstations scattered throughout the first floor of the library, students looking for information have their choice of print or electronic media. Wireless networking is available on the first floor.

If they want to postpone a trek to the library, students may access the library's online catalog from the web at <http://www.rice.edu/fondren>. Fondren's website also links students to a wide variety of indexes and a growing collection of full-text reference sources, as well as primary literature.

The library staff is committed to the use of evolving information technologies, whether in helping to develop collections of applications, resources, and tools tailored to a particular subject or need or in facilitating user access to networked information sources. The library's electronic resources also include multimedia packages and large data sets, and students will find many specialized research tools available, such as computer programs for text analysis and geographic information systems software.

Fondren Library provides a home for a number of separate collections. It is a federal depository for U.S. government publications, patents, and trademarks. The Woodson Research Center holds the library's rare books, manuscripts, and university archives. The library also houses the Alice Pratt Brown Fine Arts Library. The Electronic Resources Center supports the creation and use of digital resources for teaching, learning, and research by providing Rice students, faculty, and staff access to electronic texts and scholarly databases, Web development tools, and expert consultation. The Business Information Center is in the Jesse H. Jones Graduate School of Management.

The library has an open-shelf policy that encourages creative browsing. Students may use a host of special facilities, including individual study carrels, group-study rooms, audiovisual equipment, electronic workstations, and microform reading carrels. Photocopiers are available in the library.

Fondren Library operates on the philosophy that a library is more than a collection of books. It is an essential campus resource with a knowledgeable staff and up-to-date technologies—an inviting place that introduces students and faculty to a range of rich possibilities as they pursue their independent inquiries.

Computing, Networking, and Telephone Resources

The four departments of the Information Technology (IT) division provide both centralized and distributed services and resources to the entire Rice campus, including:

- Computing support
- Educational labs
- Multimedia classrooms
- Campus networking
- Internet connectivity
- Campus telephone service

Computing and Networking Resources

The resources of particular interest to students include:

- Accounts for coursework, e-mail, Internet access, and computer lab access
- Computing help from residential college consultants
- Network connection ports in each residential college room
- Wireless network access in the library and other campus common areas
- Remote network access
- Free training classes on computing topics

Educational Computing: Owlnet. Owlnet is an educational computing environment that provides e-mail services, computer labs, specialized software, data storage, and network access for academic use by students and faculty. Using Owlnet, students can fulfill coursework requirements, store their academic data, print, browse the web, create their own webpages, and use electronic mail to communicate with professors, classmates, friends, and family. All undergraduate and graduate students are eligible for an Owlnet account. Students can apply for accounts online (<http://apply.rice.edu>). Graduate students may have access to other computing resources within their department as well.

Campus Labs. Owlnet computing labs are located across the campus, including one in each residential college. Most Owlnet labs are available 24 hours a day with a Rice ID card and proper authorization. Some labs are limited to the building's hours of operation and some labs are used as classrooms during certain posted hours. Lists of available hardware and software are available on the web (<http://www.rice.edu/IT/labs.html>). Some of the larger labs are:

- Fondren Library (1st and 2nd floor)
- Mudd Building (1st floor)
- Anderson Hall 218
- Ryon Lab 102

Student-Owned Computers. Each residential college dorm room has one active network port for every occupant, providing a direct connection from a student's computer to the campus network and the Internet. Students can get assistance from the college computing associates (see Help below) for most of their computing needs on campus.

Students connecting to Rice from an outside Internet access service, such as commercial dialup, ADSL, or cable modem service can apply to use Rice's Virtual Private Networking system (VPN) online (<http://apply.rice.edu>). VPN allows the secure exchange of data between Rice University and a remote system connected to the Internet outside of Rice. For more information, look online (http://www.rice.edu/IT/network/remote_access/vpn/).

Help. For undergraduates, each college has two resident student college computing associates (CCAs) who can help with questions about using personal computers and Rice computing facilities. CCAs are listed on the website (http://www.rice.edu/IT/help/student_resources.html). The CCAs can be reached by calling 713-348-4983, via e-mail to problem@rice.edu, via <http://problem.rice.edu>, or by stopping by their rooms during their office hours.

For graduate students, computing assistance is provided by divisional computing teams, who also provide assistance to the faculty and staff in each academic division. The contact information for divisional team members can be found online (<http://www.rice.edu/IT/help/divisions/>).

Publications about computing services and how to use supported systems and software are available in the Mudd building or on the web (<http://www.rice.edu/IT/help/documents/index.html>). Students can learn more about computing by taking a variety of short courses covering many of the programs and operating systems used at Rice (http://www.rice.edu/IT/help/short_courses/index.html). Short courses are two to three hours long and are free.

Policies. Students using Rice computing facilities and services are required to observe Rice and Owlnet policies and procedures, as well as state and federal laws governing computer use. View these policies online (http://www.rice.edu/IT/about_it/policy/ and <http://www.owlnet.rice.edu/policy>).

For More Information. Students can find more information about computing resources on the Information Technology computing webpages (<http://www.rice.edu/IT/>).

Telephone Service for College Residents

College residents do not need to sign up for local and campus telephone service. Telephone services will be working when students arrive on campus. The telephone services provided to the residential colleges include:

- Local and campus calls
- Voicemail
- Call waiting
- Caller ID
- Hold
- Call transfer to a campus extension
- Three-party conference calls
- Four-digit dialing for campus calls

Telephone. College residents will need to supply the telephone for their room/suite. Each college room/suite has only one telephone jack to connect a telephone. Telephones should be analog. Students wishing to use caller ID should select a telephone with this capability.

Phone Number. Each room/suite has an assigned number (713-348-xxxx) that can receive direct-dial calls from outside Rice University. As part of the campus telephone

system, rooms can make or receive calls within Rice using only four-digit extensions (e.g., x5555 for Telecommunications).

Cost. A fee of \$69 per semester is included in the required fees for each college resident (see Tuition, Fees, and Expenses on pages 51–52). This fee is for local calling service only.

Long-Distance and International Service. Long-distance service is not provided by Telecommunications. Rice Telecommunications negotiates with vendors to obtain a rate plan for students. Information on the discount program is available when students move in.

Students can opt to use a Rice discount plan with a national long-distance carrier. Or, students can choose a carrier (e.g., AT&T, MCI, Sprint, etc), and use long distance services through their assigned tollfree numbers or calling cards. Prepaid calling cards can be purchased at local retailers.

Help. Students can contact Telecommunications at 713-348-5555 with questions or look on the web (<http://www.rice.edu/telephone>).

Telephone Service for Off-Campus Students

Off-campus students will not be charged the Rice Telecommunications Fee. Students who live off-campus will need to contact local telephone service providers for service in their residences and make any needed long-distance and international arrangements.

Student Health and Counseling Services

Student Health Fee

By paying an annual student health service fee, all students gain access to both the Student Health Service and the Rice Counseling Center. Detailed information on the care and services each provide is available from both centers.

Student Health Service

As of late fall semester of 2003, the Student Health Service, an outpatient primary clinic, should be relocated to a new Student Health and Wellness Center in the former Brown College commons. Until then, it will remain in the north wing of Hanszen College. Two primary care physicians and two nurses staff the clinic.

Clinic hours are from 8:30 A.M. to 5:00 P.M., Monday through Friday, during fall and spring semesters. For after-hours and weekend medical care, students may choose among a number of local hospitals. Students must pay for all medical care outside the clinic's purview, including blood tests, x-rays, and outside physician consultations. Should such medical care be necessary, students are urged to review their insurance coverage and pick the best available option.

In serious emergencies, students should call the Student Health Service (713-348-4966 during work hours) or the Rice University Police Department (713-348-6000).

The clinic is open full time from the first day of Orientation Week until the day before commencement. It is closed during the Christmas break and the Thanksgiving and Easter weekends, but it remains open in the mornings during midterm breaks. The clinic is also open for reduced hours during the summer months.

The Student Health Service provides the following:

- Primary care for illness and injury with referrals to specialists when needed
- Maintenance of health records for all students
- Immunizations
- Contraceptive counseling and routine Pap smears
- Allergy shots (students must provide serum after a specialist allergy workup)
- Physical examinations (e.g., for employment, transfer to another school, or scholarship expeditions)

Confidentiality. The Student Health Service physician–patient relationship is a confidential one, and medical records will not be released except as required by law, or when the patient poses a significant risk to herself or himself or another person.

Health Insurance. All Rice students must have health insurance of their choice, and must enter details of their health insurance online at <http://studenthealthinsurance.rice.edu> by August 15. Failure to do so will result in automatic billing for insurance. Students may purchase insurance through the university, as described online. Dependent coverage is also available. For questions about the Rice student health insurance plan, students should contact the Rice Counseling Center at rucc@rice.edu. Rice's group coverage for 2003-2004 is effective from 12:01 A.M., August 15, 2003, until 12:01 A.M., August 15, 2004.

Rice Counseling Center

Rice Counseling Center, in 301A Lovett Hall, addresses students' psychological needs with various programs and services. The center is open year-round except for scheduled holidays and occasional all-day staff retreats. Office hours for counseling and consultations are 8:30 A.M. to noon and 1:00 P.M. to 5:00 P.M., Monday through Friday. Students can make appointments by calling 713-348-4867 or by visiting the center.

Typically, most students who use the counseling services bring with them very common concerns: roommate problems, breakup of a relationship, academic and/or interpersonal anxiety, family problems, difficulties adjusting to Rice, or confusion about personal goals, values, and identity. Counselors are equipped to handle a variety of issues, including substance abuse, eating disorders, sexual assault/abuse/date violence, depression, and the coming-out process. Rice Counseling Center offers both individual and group counseling as well as educational workshops and programs.

When students need prolonged or specialized counseling or treatment, counselors refer them to an outside provider. The students, or their health insurance, must pick up those costs. All students who have paid the Health Service Fee are eligible for initial assessment sessions, consultations, crisis intervention, and educational programming. Individual or group counseling may also be available, if appropriate.

The Rice Counseling Center provides the following services:

- Initial assessment
- Short-term individual and couples counseling
- Group therapy and support groups
- Medication consultations with the center's consulting psychiatrist
- Other consultations (e.g., how to make a referral or how to respond to a friend in distress)
- Educational programming (e.g., various presentations on mental health issues)
- Crisis intervention on a walk-in emergency basis during regular office hours; students may call 713-348-4867 for assistance with emergencies after hours or on weekends

College Assistance Peer Program (CAPP). In this peer educator program, students who have been carefully selected and trained in listening skills and mental-health education serve as supportive listeners and referral sources for other students. They also assist the center with its educational programming.

Students with Disabilities. Because students who have physical limitations may find it difficult to reach the Rice Counseling Center's third-floor location in Lovett Hall, staff will arrange to see those students in a more accessible location on campus. Students should call the center to make these arrangements.

Confidentiality. Counseling services are confidential: information about a student is not released without that student's written permission. By state law, confidentiality does not extend to circumstances where (1) there is risk of imminent harm to the student or others; (2) the counselor has reason to believe that a child or an elderly or handicapped person is, or is in danger of, being abused or neglected; (3) a court order is issued to release information; (4) the student is involved in a criminal lawsuit; or (5) the counselor suspects that the student has been the victim of sexual exploitation by a former health provider during the course of treatment with that provider.

Student Resource Centers

Rice Memorial Center/Ley Student Center

The Rice Memorial Center/Ley Student Center provides a base for a range of student-centered activities. It is also an informal place where students, faculty, and staff can congregate. Individuals meet over casual meals at Sammy's Cafeteria and drinks at the Coffeehouse and Willy's Pub, which also offers pizzas, sandwiches, and Smoothees as lunch and dinner options. Others browse through the Rice Campus Store. Located within the group of buildings, students find an array of offices, programs, and resource centers, including the Career Services Center, the Community Involvement Center, the Office of Academic Advising, the Rice Program Council, and the assorted student, international student, and graduate student associations. The campus radio station KTRU has offices there, in addition to the *Thresher* (the campus newspaper) and the *Campanile* (the yearbook). The Rice Memorial Chapel anchors one end of the two-center complex, which also houses the Association of Rice Alumni. On any given evening, the larger rooms may be busy with meetings or catered dinners, and members of the Rice community regularly tap the facilities for special events, from parties and concerts to weddings.

Career Services Center

The Career Services Center is open to everyone in the university community. Undergraduates unable to decide on a major, career, or graduate program, or those who lack direction in the path they have chosen, may benefit from career counseling; testing is also available for those interested in a more analytical approach. Peer counselors assist both undergraduate and graduate students with résumé or vita writing, interviewing, and job search strategies.

The center sponsors workshops, career panels, and various career fairs each year. Students will find details on individual events publicized throughout the campus and in *Career News*, a center newsletter. The Career Library also has a substantial collection of resources, including literature on a broad range of occupations, material on locating and securing employment, and information on summer jobs, individual companies, and graduate schools.

Representatives from business, industry, and other institutions visit the center each year, seeking both summer workers and full-time employees. Any interested student may schedule interviews with these representatives. Students looking for full-time, part-time, or summer jobs should also check out the listings in the Career Library.

Undergraduate liberal arts majors seeking to parlay their B.A. degrees into a business career may want to consider the Rice Joint Venture Program, which is sponsored by the Career Services Center. Students accepted into the program undertake internships with Houston-area businesses during one semester.

Office of Multicultural Affairs

Located in the cloisters of the Rice Memorial Center, the Office of Multicultural Affairs responds to the academic and social needs of ethnic minority students at Rice. Primarily providing counseling and support, the office maintains its own library of information on graduate schools, jobs, fellowships, internships, and other opportunities available to minority students once they leave Rice. The office encourages cross-cultural programming on campus and attempts to promote a general awareness of issues related to cultural diversity. The Office of Multicultural Affairs is central to the university's continuing efforts to recruit and retain more minority students.

Health Education Office

Also lodged in the cloisters of the Rice Memorial Center, the Health Education Office runs programs on such issues as sexual health awareness, substance abuse prevention, nutrition and diet, and acquaintance rape. The office provides students with private consultations and a resource room containing health-related literature, including brochures, journals, and posters. Student volunteers with the Health Education Office participate in groups such as Students Organized Against Rape (SOAR) and serve as health representatives for their colleges.

Disability Support Services

Located in the Ley Student Center, Disability Support Services coordinates campus services for individuals with documented disabilities. For academic accommodations, adaptive equipment, or disability-related housing needs, the Disability Support Services Office is the campus resource for students with disabilities. Information is maintained on scholarships, internships, and other programs specific to students with disabilities. Counseling and advocacy are available as well as consultation on the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. For more information, see the Disability Support Services website at <http://www.dss.rice.edu>.

Sports

Intercollegiate Athletics

Rice is a member of the Western Athletic Conference and a Division I-A member of the National Collegiate Athletic Association. The university fields teams for men in football, basketball, baseball, tennis, golf, cross-country, and indoor and outdoor track. Women team sports include basketball, volleyball, soccer, swimming, tennis, cross-country, and indoor and outdoor track. Home football games are played in the beautiful 70,000-seat Rice Stadium. The rest of the university's extensive athletic facilities include Autry Court and Fox Gymnasium for basketball and volleyball, Reckling Park for

baseball, the Jake Hess Tennis Stadium, the Rice Track/Soccer Stadium (Wendel D. Ley Track), and the John L. Cox Fitness Center. Encouraging its student-athletes to pursue high goals, Rice prides itself on its dual goal of excellence in both academics and athletics; the rigors of one may not serve as an excuse for less than high-quality performance in the other.

Intramural Sports

The Recreation Center in Student Affairs offers a supervised program of intramural sports for all students, faculty, and staff. Anyone may participate in individual, dual, or team sports; swim meets; and track and field events. Interested students, faculty, and staff may also form teams to compete in the wide variety of tournaments available. While all students may take part in the university intramural tournaments, undergraduates may also represent their respective colleges in the college team sports tournaments that follow intramural play. In the past few years, Rice has seen more than 6,000 entries in 53 tournaments. Students are reminded, though, that they participate at their own risk.

Sports Clubs

In addition to the intramural program, the Department of Student Activities administers a sports club program. A sports club is a special-interest group organized by students who want to play, and promote interest in, a particular sport. Club organization depends on student interest. In recent years, clubs have included badminton, cricket, cycling, dance, fencing, field hockey, frisbee, lacrosse, martial arts, rowing, rugby, sailing, shooting, soccer, softball, and volleyball. Students join these groups to increase both individual and team skills through a dual program of instruction and competition. They support the clubs with individual contributions, membership dues, solicitation of university funds, and various fund-raising activities. Again, students participate in the different sports at their own risk.

Student Automobiles

All students must register their vehicles with the Traffic Division of the Rice University Police Department. Students must park in assigned areas and observe university regulations. Illegally parked or unregistered vehicles are subject to towing and/or fines by the university. Copies of *University Traffic and Parking Regulations*, a publication giving a detailed account of student privileges and responsibilities, are available from the Traffic Division or online at <http://rupd.rice.edu/parking>. Students must inform all guests of parking regulations; vehicles belonging to visitors who repeatedly violate these rules also may be towed or booted.