

# INFORMATION FOR UNDERGRADUATE STUDENTS



## INTRODUCTION

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The undergraduate experience at Rice is one of intense personal interactions. The close sense of community created by individual placement in residential colleges is extended to warm intellectual and personal relationships with members of the Rice faculty. "Behind the hedges," the beautifully designed, spacious campus is small enough to encourage a sense of belonging even as students engage with the lively cultural currents of one of the country's largest cities.

The academic philosophy at Rice is to offer students beginning their college studies both a grounding in the broad fields of general knowledge and the chance to concentrate on very specific academic and research interests. By completing the required distribution courses, all students gain an understanding of the literature, arts, and philosophy essential to any civilization, a broad historical introduction to thought about human society, and a basic familiarity with the scientific principles underlying physics, chemistry, and mathematics. Building on this firm foundation, students then concentrate on studies in their major areas of interest.

Rice University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), the recognized regional accrediting body in the eleven U.S. Southern states.

Rice grants the two undergraduate degrees, the Bachelor of Arts (BA) and the Bachelor of Science (BS), in a range of majors. The majority of undergraduates earn the BA degree, though students may elect to pursue the BS degree, offered at Rice in some science fields and in various fields of engineering accredited by the Accreditation Board for Engineering and Technology (ABET). Undergraduates may major in any of the numerous fields provided by the various schools of architecture, humanities, music, social sciences, science, and engineering. To accommodate the full range of individual student interests, specific interdepartmental majors are also available, as are selectively approved area majors. In certain departments, students also have the option of overlapping the upper-level course work of their undergraduate degree with those basic requirements necessary to earn a higher degree in the field, considerably reducing the time required to complete their graduate studies. The Shepherd School of Music offers a joint degree in music (BMus/MMus) that may be completed with a fifth year of study.

Through Rice's Education Certification Program, students interested in teaching in secondary schools may complete a program of teacher training, leading to certification in the state of Texas, together with the BA degree. Students interested in satisfying the requirements for admission to medical, dental, or law school should consult with the Office of Academic Advising for completing these programs in conjunction with the various majors.

## GRADUATION REQUIREMENTS

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### DEGREE REQUIREMENTS FOR ALL BACHELOR'S DEGREES

Students are responsible for making certain that their plan of study meets all degree and major requirements. To graduate from Rice University, all students must:

- Be registered at Rice full time for at least four full fall and/or spring semesters
- Complete the requirements of at least one major degree program
- Complete at least 120 semester hours (some degree programs require more than 120 hours)
- Complete at least 60 semester hours at Rice University

- Complete at least 48 hours of all *degree* work in upper-level courses (at the 300 level or higher)
- Complete more than half of the upper-level courses in *degree* work at Rice
- Complete more than half of the upper-level courses in their *major* work at Rice (certain departments may specify a higher proportion)
- Complete all Rice courses satisfying *degree* requirements with a cumulative grade point average of at least 1.67 or higher
- Complete all Rice courses that satisfy *major* requirements (as designated by the department) with a cumulative grade point average of at least 2.00 or higher
- Satisfy the English composition requirement (see below)
- Satisfy the Lifetime Physical Activity Program (LPAP) requirement (see below)
- Complete courses to satisfy the Distribution Requirements (see below)
- Otherwise be a student in good academic and disciplinary standing

To satisfy the English composition requirement, students must pass an English composition examination given during Orientation Week. Those receiving grades of “not satisfactory” on the exam must complete ENGL 103, *Introduction to Argumentation and Academic Writing*, a one-semester course carrying degree credit.

To satisfy the LPAP requirement, students must complete 2 noncredit courses in LPAP. Students with disabilities may make special arrangements to satisfy this requirement.

In order to earn a second degree, students must fulfill the requirements outlined on page 25.

## DISTRIBUTION REQUIREMENTS

Each student is required to complete at least 12 semester hours of designated distribution courses in each of Groups I, II, and III. The 12 hours in each group must include courses in at least two departments in that group. (Divisional or interdisciplinary designations, e.g., HUMA or NSCI, count as departments for this purpose.) Interdivisional courses approved for distribution credit may count toward the 12 semester hours in any relevant group; however, students may not count any one such course toward the 12 required hours in more than one group, and may count no more than one such course toward the 12 required hours in any one group.

Students must complete the distribution requirements in each group by taking courses that are designated as a distribution course at the time of course registration, as published in that semester’s *Course Offerings*.

The distribution system presupposes that every Rice student should receive a broad education along with training in an academic specialty. This goal is achieved by courses that are broad based, accessible to nonmajors, and representative of the knowledge, intellectual skills, and habits of thought that are most characteristic of a discipline or of inquiry across disciplines.

**Group I**—These courses have one or more of the following goals. They develop students’ critical and aesthetic understanding of texts and the arts; they lead students to the analytical examination of ideas and values; they introduce students to the variety of approaches and methods with which different disciplines approach intellectual problems; and they engage students with works of culture that have intellectual importance by virtue of the ideas they express, their historical influence, their mode of expression, or their critical engagement with established cultural assumptions and traditions.

**Group II**—Three types of courses fulfill this requirement. The first are introductory courses which address the problems, methodologies, and substance of different disciplines in the social sciences. The second are departmental courses that draw upon at least two or more disciplines in the social sciences or that cover topics of central importance to a social science discipline. The third are interdisciplinary courses team-taught by faculty from two or more disciplines.

**Group III**—These courses provide explicit exposure to the scientific method or to theorem development, develop analytical thinking skills and emphasize quantitative analysis, and expose students to subject matter in the various disciplines of science and engineering.

## **BACHELOR OF ARTS**

The specific requirements of individual majors leading to the Bachelor of Arts degree vary widely. No department may specify more than 80 semester hours (required courses, prerequisites, and related laboratories included) for the Bachelor of Arts. To qualify for the Bachelor of Arts:

- All students must complete at least 120 hours of course work.
- Students in the humanities and social sciences must complete between 18 and 80 hours in course work within the major (including required courses, prerequisites, and related laboratories)
- Students in the sciences and engineering must complete between 24 and 80 hours in course work within the major (including required courses, prerequisites, and related laboratories)
- Students in all fields except architecture must complete at least 60 hours in course work outside the major
- Students in architecture must complete at least 36 hours in course work outside the major

## **BACHELOR OF SCIENCE IN THE SCHOOL OF NATURAL SCIENCES**

The Bachelor of Science degree is offered in astrophysics, biochemistry and cell biology, chemistry, chemical physics, ecology and evolutionary biology, geology, and physics. The specific degree requirements vary from field to field and differ from those of the Bachelor of Arts in that there are greater technical requirements. No department may specify more than 80 semester hours (required courses, prerequisites, and related laboratories included) for the Bachelor of Science. To earn a BS degree in one of these fields, students must complete at least 60 hours in course work outside the major.

## **BACHELOR OF SCIENCE DEGREES IN ENGINEERING: BACHELOR OF SCIENCE IN CHEMICAL ENGINEERING (BSCHE), COMPUTER SCIENCE (BSCS), ELECTRICAL AND COMPUTER ENGINEERING (BSEE), MATERIALS SCIENCE (BSMS), MECHANICAL ENGINEERING (BSME), AND BIOENGINEERING (BSB)**

The Bachelor of Science degree in a given engineering field is distinct from the Bachelor of Arts degree in that it must meet greater technical requirements. In establishing a departmental major for the degree of Bachelor of Science in electrical and computer engineering, materials science, and mechanical engineering, the department may specify no more than 92 semester hours (required courses, prerequisites, and related laboratories included). In establishing the departmental major for the BS in chemical engineering, the department may specify no more than 100 semester hours (required courses, prerequisites, and related laboratories

included). The bioengineering department specifies 94 semester hours for the BS degree (required courses, prerequisites, and related laboratories included). To earn a BS degree, students must meet the following minimum semester hour requirements in course work:

- All majors except chemical engineering and computer science—a total of at least 134 hours
- Chemical engineering majors—a total of at least 132 hours, depending on area, up to 137 hours
- Computer science majors—a total of at least 128 hours

## OTHER BACHELOR'S DEGREES

The professional Bachelor of Architecture (BArch) degree requires a fifth year of study and a one-year preceptorship. The Bachelor of Fine Arts (BFA) degree requires a fifth year of concentrated study and advanced courses in addition to the core course requirements. The Bachelor of Music (BMus) degree requires advanced courses in aural skills in addition to the core music curriculum.

## UNDERGRADUATE MAJORS

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Students must declare a major before preregistration for the junior year, if not sooner, according to the deadline in the Academic Calendar (see Declaring Departmental Majors on page 24). Within some departmental majors, students have the choice of a particular area of concentration. Students also may opt for more than one major; such majors do not necessarily need to be in related fields. More detailed information on the departmental majors briefly described below may be found in the Undergraduate Degree chart (see pages 18–21) in the section “Departments and Interdisciplinary Programs” and by contacting the department chairs or faculty advisers.

### DEPARTMENTAL MAJORS

**School of Architecture**—Students admitted to the university as architecture majors must first complete 4 years of the BA program (architecture major) before applying to the BArch program in their senior year. If admitted, they are assigned a preceptorship with an architectural firm for a one-year period, after which they return to Rice to complete the BArch degree program.

**George R. Brown School of Engineering**—Rice offers, through eight departments, majors in bioengineering, chemical engineering, civil engineering, computational and applied mathematics, computer science, electrical and computer engineering, mechanical engineering, materials science and engineering, and statistics. Students may elect a double major by combining environmental science with another science or engineering field. These programs lead to either the BA or the BS degree and may qualify students for further graduate study.

**School of Humanities**—Students may declare majors in art history, classics, English, French studies, German and Slavic studies (includes Russian), Hispanic studies, kinesiology, history, linguistics, philosophy, religious studies, and visual arts. Interdisciplinary majors are available in ancient Mediterranean civilizations, Asian studies, medieval studies, and the study of women and gender, while an interdepartmental major in policy studies combines courses from the School of Humanities and the School of Social Sciences.

**Shepherd School of Music**—Music students may opt for either a BA or a Bachelor of Music (BMus) degree in performance, composition, music history, and music theory. Students who pass a special qualifying examination may elect an honors

program that leads to the simultaneous awarding of the BMus and Master of Music (MMus) degrees after five years of study.

**Wiess School of Natural Sciences**—All natural sciences departments, including biochemistry and cell biology, chemistry, earth science, ecology and evolutionary biology, mathematics, and physics and astronomy offer programs leading to the BA degree. BS degrees are offered in some departments. Majors include astronomy, biochemistry, biology, biophysics, chemical physics, chemistry, geology, geophysics, mathematics, and physics. Students may also elect double majors combining one of the programs in natural sciences with another science, a humanities discipline, or an engineering field.

**School of Social Sciences**—Rice offers majors in anthropology, economics, mathematical economic analysis, political science, psychology, and sociology. Both the interdepartmental policy studies major and the cognitive studies major include sciences, engineering, and humanities courses, while the managerial studies major incorporates course work in the Schools of Engineering and Management.

## INTERDEPARTMENTAL MAJORS

Interdepartmental majors combine courses taught by faculty from more than one department; they are listed separately in the Undergraduate Degree Chart (pages 18–21).

### UNDERGRADUATE DEGREE CHART

School Department	Undergraduate Degrees Offered	Additional Options or Areas of Concentration (within majors)
<b>SCHOOL OF ARCHITECTURE</b>		
	BA, BArch	BA majors in architecture and in architectural studies
<b>GEORGE R. BROWN SCHOOL OF ENGINEERING</b>		
Bioengineering	BSB	Areas of concentration in cellular and molecular engineering, biomedical instrumentation and imaging, and biomaterials and biomechanics
Chemical Engineering	BA, BSChE	Focus areas in bioengineering, environmental science and engineering, materials science and engineering, and computational engineering
Civil and Environmental Engineering	BA, BSCE	Civil engineering Environmental engineering: BA as double major with any other Rice major; see also chemical engineering for BS options
Computational and Applied Mathematics	BA	Numerical analysis, operations research, optimization, differential equations, and scientific computation
Computer Science	BA, BSCS	Areas of concentration in architecture, artificial intelligence, computational science, foundations, human-computer interaction, and software systems

Electrical and Computer Engineering	BA, BSEE	Areas of concentration in bioengineering computer engineering; systems; control, communications, and signal processing; electronic circuits and devices; and quantum electronics and photonics
Mechanical Engineering	BA, BSME, BSMS	Mechanical engineering: areas of concentration and Materials Science in biomechanics, computational mechanics, fluid mechanics and thermal science, solid mechanics and materials, and system dynamics and control
Statistics	BA	Theoretical and applied training orientations; engineering, scientific, and business applications of probability and statistics; joint work in related departments

### SCHOOL OF HUMANITIES

Art History	BA	History of art
Classical Studies	BA	Classics, Greek, Latin
Education	No undergraduate degree offered	Leads to secondary teaching certificate in conjunction with BA in major field. See Education Certification
English	BA	
French Studies	BA	
German and Slavic Studies	BA	German and German cultural studies, and Russian/Slavic studies
Hispanic Studies	BA	Spanish and Latin American literature and Spanish Linguistics
History	BA	
Kinesiology	BA	Areas of concentration in exercise science, sports medicine, and sports management
Linguistics	BA	Areas of concentration in language, cognitive science, second language acquisition, and language, culture, and society
Philosophy	BA	
Religious Studies	BA	Areas of concentration in religious traditions and/or methodology
Visual Arts	BA, BFA	Studio art and special fifth-year courses for BFA candidates

### JESSE H. JONES GRADUATE SCHOOL OF MANAGEMENT

	No undergraduate degree offered	Four accounting courses open to all under-graduate students
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### SHEPHERD SCHOOL OF MUSIC

	BA, BMus	BA in music; BMus in composition, music history, music theory, and performance; joint BMus/MMus with fifth year of study
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<b>WIESS SCHOOL OF NATURAL SCIENCE</b>		
Biochemistry and Cell Biology	BA, BS	Part of an integrated biosciences curriculum
Chemistry	BA, BS	Chemical physics major offered jointly with the Department of Physics and Astronomy and resulting in a BS degree
Ecology and Evolutionary Biology	BA, BS	Part of an integrated biosciences curriculum
Earth Science	BA, BS	Majors in geology, geophysics, and earth science
Mathematics	BA	300-level courses oriented toward problem solving and applications and 400-level and above oriented toward theory and proofs; preparation for graduate studies or high school teaching or other areas; ample opportunity for double-majoring, especially with CAAM, COMP, ELEC, PHYS, or STAT; abundance of courses in analysis, topology, geometry, algebra, etc.
Physics and Astronomy	BA, BS	Majors in physics with specific options in applied physics, biophysics, computational physics, astrophysics, and astronomy; interdepartmental major in chemical physics

**SCHOOL OF SOCIAL SCIENCES**

Anthropology	BA	Areas of concentration in archaeology and social/cultural anthropology
Economics	BA	Majors in economics and in mathematical economic analysis
Political Science	BA	Areas of concentration in American, comparative, and international relations
Psychology	BA	
Sociology	BA	

**INTERDEPARTMENTAL MAJORS**

Area Majors	BA	Requires approval of two or more departments, the Office of Academic Advising, and the Committee on Undergraduate Curriculum (see page 33)
Ancient Mediterranean Civilizations	BA	Anthropology, classical studies, Greek, Latin, history, history of art, linguistics, philosophy, and religious studies
Asian Studies	BA	Anthropology, art, history of art, Hindi, history, humanities, linguistics, Chinese, Japanese, Korean, Sanskrit, political science, and religious studies
Cognitive Sciences	BA	Computer science, linguistics, neuroscience, philosophy, and psychology
Education Certification	No undergraduate degree offered	Leads to secondary teaching certificate in conjunction with BA in major field
Managerial Studies	BA	Accounting, economics, political science, psychology, and statistics

Medieval Studies	BA	History of art, classics, English, French, German, history, humanities, linguistics, Spanish, music, philosophy, political science, and religious studies
Policy Studies	BA	Environmental policy, government policy and management, healthcare management, international affairs, law and justice, business policy and management, and urban and social change
Study of Women and Gender	BA	Anthropology, classics, English, French studies, German, Spanish, history, humanities, economics, political science, linguistics, music, psychology, philosophy, religious studies, and sociology

## TEACHER CERTIFICATION

Students in the teacher education program earn Texas state teacher certification at the secondary level. Subjects include art, English, French, German, health science, history, Latin, life science, mathematics, physical education, physical science, Russian, science, social studies, and Spanish. For more information on teacher certification programs at the undergraduate and graduate levels, see Education Certification in the Departments and the Interdisciplinary Programs and Courses of Instruction sections.

## STUDY ABROAD AND EXCHANGE PROGRAMS

Rice-affiliated and Rice-sponsored programs provide students with opportunities to study throughout the world. Direct exchange programs allow Rice students to change places with university students from another country. Rice is affiliated with nearly 400 program sites worldwide, representing a range of program formats. Some offer direct enrollment in foreign universities, while others specialize in intensive language instruction, field research, or internships.

Each year more than 200 undergraduates from across the disciplines study away from campus and then apply the transfer credit earned toward their degrees. The study abroad advisers, in cooperation with the faculty advisers in each department, assist students in identifying the best programs for their individual interests and academic needs. To assure proper enrollment and transfer of credits and financial aid, students planning to study abroad must make their arrangements through the Department of International Programs. This includes arranging prior approval for transfer credit through the relevant academic department(s) and the registrar.

Detailed information on affiliated programs, including application forms, is available from the Department of International Programs (first floor, Ley Student Center).

## ACADEMIC REGULATIONS

All undergraduate students are subject to the academic regulations of the university. Students are responsible for making certain they meet all departmental and university requirements and academic deadlines. The Committee on Examinations and Standing administers the rules described below. Under unusual or mitigating circumstances, students may submit a written petition requesting special consideration to the committee. Students should address all correspondence to the committee in care of the vice president for student affairs.

## REGISTRATION

Currently enrolled students register in April for the fall semester and in November for the spring semester. Student registration is prioritized based on the hours

earned and in progress. Entering students complete their registration during Orientation Week before classes begin in August. Undergraduate students are required to obtain a Registration/Add/Drop PIN in order to register for classes. To receive this PIN students must meet with their divisional or major advisor to discuss their courses for the upcoming semester. The first Registration/Add/Drop PIN for each semester is valid from the registration period through the end of the second week of classes. The second Registration/Add/Drop for each semester will be valid from the beginning of the third week of classes through the drop deadline. Registration/Add/Drop PIN validity dates can be found in the Academic Calendar.

To be properly registered, new students must complete, sign, and return a matriculation card. New students may not register or attend classes until they return a properly completed health data form and meet immunization and TB screening requirements. Immunizations required for admission are diphtheria/tetanus, measles, rubella, and mumps, with immunizations against hepatitis B and chicken pox recommended. The Mantoux tuberculin skin test is also required. A late fee of \$30 is charged for failure to submit a fully completed health data form by the required date. Each year, the Office of the Registrar publishes the specific deadlines for the semesters of that year.

Unless students elect a special payment plan, they must pay all tuition and fees for the fall semester by the end of the second week in August and for the spring semester by the end of the first week in January. Any student in arrears and therefore not registered as of the last day to drop classes will not be allowed to live on campus the next semester, nor will such students be allowed to receive credit for the nonregistered semester. Appeals to this policy must be addressed to the vice president for enrollment.

Students who do not register by the deadline in the Academic Calendar (**pages viii–xiv**) are considered withdrawn from the university by default. To be readmitted, students must be in good standing and must pay a late registration fee of \$100.

After the fourth week of classes and until the end of the eighth week of classes, students may request approval for readmission from the vice president for Student Affairs. After the eighth week of classes, students may request approval for readmission from the Committee on Examinations and Standing.

**Drop/Add**—During the first two weeks of the semester, students may add or drop courses without penalty. After the second week of the semester, the following conditions apply for adds and drops:

**Undergraduate students in their first semester at Rice:**

- Must obtain instructor's permission and have a valid Registration/Add/Drop PIN to add a course in the third or fourth week of classes (a \$10 fee will be assessed)
- May not add courses after the fourth week of classes, except with the approval of the Committee on Examinations and Standing (a \$50 fee will be assessed)
- May drop courses up to the last day of classes with a valid Registration/Add/Drop PIN (a fee will be assessed as described on the following pages)

**All other students:**

- Must obtain instructor's permission and have a valid Registration, Add/Drop PIN to add a course in the third or fourth week of classes (a \$10 fee will be assessed)

- May not add courses after the fourth week of classes, except with the approval of the Committee on Examinations and Standing (a \$50 fee will be assessed)
- May drop courses week up to the end of the tenth week of classes with a valid Registration/Add/Drop PIN required (a fee will be assessed as described below)
- May not drop courses after the end of the tenth week of classes, except with the approval of the Committee on Examinations and Standing (a \$50 fee will be assessed)

For courses with start and end dates not coinciding with the normal Rice semester calendar, the registrar will consult with the instructor and set:

- The add deadline approximately one-third of the way into the course
- The drop deadline approximately two-thirds of the way into the course

Students may not drop courses where the Honor Council has ruled a loss of credit.

#### **Schedule of add fees:\***

Weeks 3-4	\$10	From Week 5	\$50
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#### **Schedule of drop fees for undergraduate students in their first semester at Rice:\***

Weeks 1-4	\$0	Weeks 5-14	\$10
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#### **Schedule of drop fees for all other students:\***

Weeks 1-4	\$0	Weeks 5-10	\$10
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\**Note:* Weeks are defined as academic instruction; thus, midterm recess is not included in this calculation.

**Course Load**—Students at Rice normally enroll for 15 to 17 semester hours each semester. For most students, this allows them to complete the requirements for graduation in 8 semesters. Students must secure permission in writing from the vice president for student affairs before registering for courses, if they want to:

- Register for more than 20 credits
- Register for or drop below 12 credits
- Register concurrently at another university

No student may receive credit for more than 20 credits in a semester, including courses taken elsewhere, without this prior written approval.

Students should also be aware that the registrar's office must report a student's part-time status to various groups, such as loan agencies, scholarship foundations, insurance companies, etc. It is in the student's best interest to determine if he or she will be affected in any way by part-time status.

Students may not register for more than 1 course at the same hour unless they receive permission from the instructors involved.

#### **REPEATED COURSES**

Students may not repeat courses for which they have received either advanced placement or transfer credit. Credit will not be counted twice for students who repeat these types of courses.

Some Rice University courses may be repeated for credit. They are specifically noted in the *General Announcements* and on the registrar's website.

A matriculated student may repeat all other courses; however, both grades will be factored into the term and cumulative grade point average. Credit for these courses will only be counted once. For example, a student took HIST 117 and received a grade of B. The student repeated this course and received a grade of A. Both grades—the A and B—are included in his/her GPAs; however, he/she only receives three credits toward his/her degree. On the Official transcript, a repeated course is indicated by one of the following values::

I Included in GPA and earned hours

A Include in GPA, but exclude from earned hours

## **DECLARING DEPARTMENTAL MAJORS**

To receive a bachelor's degree, a student must complete the requirements for at least one major. Students declare their major using a form provided by the registrar. The department chair or designee must sign the form acknowledging the declaration. It is expected that the department will counsel the student about the requirements that must be met to complete the major and the likelihood the student will be able to meet them. If the department believes a student is not well prepared for success in its major, it may express its reservations on the form. No department or program may, however, refuse to admit an undergraduate as a major, with the exception of the School of Architecture and the Shepherd School of Music or in the case of limitations of resources. In such cases, departments must publish criteria they will use to limit the number of majors together with their major requirements.

Students must declare a major before registration for the junior year. They will not be permitted to register for the fall semester of the junior year without having declared a major. The deadline for notifying the Office of the Registrar of the major declaration is listed in the Academic Calendar for each year.

Students are free to declare a major at any time before this deadline and are always free to change the major declaration by completing the appropriate form with the registrar's office. However, such a change may entail one or more additional semesters at the university. Area majors are an exception to this rule and must be declared by the fourth semester before graduation (see Area Majors below).

Once a student declares a major, the department or title of the major is noted on the student's transcript, and a faculty adviser in the major department is assigned. Students and their advisers should regularly review progress towards their degrees. Introductory courses taken before formal designation of a major may be counted in fulfilling the major requirements.

For information on the specific requirements for any departmental major, students should consult the departmental listings and seek the advice of a faculty member in the department. It is the responsibility of the student to meet regularly with their advisers to review progress toward their degrees.

## **AREA MAJORS**

Should the traditional departmental majors or programs not meet their exact needs, students may develop an area major closer to their particular interests and career goals. Area majors differ from double majors in that the latter must conform to the requirements of both departments while the former is a single major: It may combine courses from two or more departments, but it maintains its own specific major requirements. Area majors are limited by the available academic resources and must be distinct from other majors offered at Rice. Students who elect to declare an area major may not use it to form a double major, and they must still meet all the other university graduation requirements.

Students are usually the ones to initiate an area major, working it out in conjunction with advisers from the Office of Academic Advising and with faculty advisers from each of the departments involved. After designing a comprehensive and substantial course of study and deciding on an appropriate title, all parties sign off on the plan. The chairs of the involved departments and the Committee on the Undergraduate Curriculum determines final approval. At that point, the Office of Academic Advising officially certifies the approved plan to the registrar and goes on to oversee the major on behalf of the faculty advisers. Any change in the proposed requirements requires the approval of both the faculty advisers and the Committee on the Undergraduate Curriculum.

Interested students who are unsure which departments to approach should check with the Office of Academic Advising during their sophomore year. Students may not propose an area major if they are within three semesters of graduation unless the Committee on Examinations and Standing rules that exceptional circumstances warrant this action. Under no circumstances may students declare an area major in their final semester before graduation.

## SECOND FOUR-YEAR BACHELOR'S DEGREE

Currently enrolled undergraduates, Rice graduates with a bachelor's degree, and graduates from other universities with a bachelor's degree have the option of earning a *second* four-year bachelor's degree at Rice in a different discipline. This degree must be a different bachelor's degree from the one already held; for example, the holder of a BA degree may pursue course work leading to the BS or BMus degree. Rice students should note that they can apply courses they completed at Rice as Class III students to the second degree only with the approval of the major department for that degree. (Class III students are students who already have college degrees and are taking courses for credit outside of a Rice degree program.)

**Students Already Enrolled at Rice**—To earn a second four-year bachelor's degree, also known as a *dual degree*, currently enrolled undergraduates who have not yet completed their first bachelor's degree must:

- Be accepted for the second major by the major department
- Fulfill all requirements for the second degree
- Complete at least 30 additional semester hours at Rice beyond the hours required for their first degree (these hours are applied to the second degree)

Students seeking admission to this program should complete an application for a second degree with the office of the registrar. The application should include a written statement identifying both proposed majors and specifying an approved course program for each. It should also contain an outline from the chair or undergraduate adviser of each department involved, indicating that the proposed course program satisfies all major degree requirements.

**Students with a Bachelor's Degree from Rice**—Rice graduates who wish to earn a different four-year bachelor's degree must:

- Be accepted for the major by the major department
- Fulfill all requirements for the second degree
- Complete at least 30 additional semester hours at Rice beyond their first bachelor's degree (these hours are applied to the second degree)
- Attend Rice full time for at least two semesters during the fall and/or spring terms beyond their first bachelor's degree

The entire undergraduate record for these students continues cumulatively. Those seeking admission to this program should complete an application for a second degree with the office of the registrar. The application should include a written statement specifying the proposed major and course program for the second degree, a supporting letter from the chair of the major department, and an explanation of the student's reasons for seeking a second degree.

**Students with a Bachelor's Degree from Another School**—Other graduates who wish to earn a four-year bachelor's degree in a different major from Rice must:

- Be accepted for the major by the major department
- Fulfill all requirements for the second degree
- Complete at least 60 semester hours at Rice (these hours are applied to their Rice degree)
- Attend Rice full time for at least four fall and/or spring semesters

Interested students should apply for admission through the Office of Admission, following procedures and meeting criteria similar to that for transfer applicants (see page 41). A complete application file includes the \$35 application fee, official transcripts of all undergraduate and graduate work, two letters of recommendation from the most recent college attended, and standardized test scores (the SAT, SAT I, or ACT).

**Financial Aid and Housing**—Students seeking information about financial aid available to participants in the second degree program should contact the Office of Student Financial Services. Students admitted to the second degree program may request assignment to a college, but they will have lower priority for on-campus housing than students enrolled for a first four-year bachelor's program. This means that housing will probably not be available.

## HONORS PROGRAMS

To enroll in the two-semester **Rice Undergraduate Scholars Program**, students register for HONS 470–471 *Proposal Development and Research*. This program is for juniors and seniors in all disciplines who are considering graduate study and an academic career after graduation. Students enroll in the program plan and execute independent research under the supervision of a sponsoring faculty member (they may apply for funding to cover expenses related to their projects). They meet once a week to discuss each other's work and to hear a range of presentations on life in academia. Students may apply in the spring of each year. For more information, contact the program's faculty co-director.

Individual departments may offer undergraduates the option of honors program enrollment. These programs enable students to receive advanced training or to deepen their understanding of a given discipline through an intensive program of independent supervised research. Customary procedure is for students to submit a proposed project to their department's Undergraduate Committee, which helps them rework it, as needed, into a substantial but feasible proposal. Once accepted, students are assigned a faculty adviser to guide their research. The project concludes in an honors thesis, which the adviser and two readers evaluate, and an oral examination. Departments also use honors programs to formally recognize students who have shown outstanding work through their individual projects. Acceptance into a departmental honors program is at the discretion of the faculty. For specific requirements and procedures, students should contact the individual departments.

## TRANSFER CREDIT

Courses taken at another college or university that are appropriate to the Rice curriculum may be approved for transfer credit toward a Rice undergraduate degree. This includes credit for summer school courses not taken at Rice, though no more than 14 semester hours of transfer credit taken in summer schools other than Rice may be applied to any Rice degree. Students must have taken the course at a U.S. academic institution accredited by a regional accrediting agency or with a study abroad program approved by the Department of International Programs and must have earned a grade of C- or the equivalent or better. Students may not transfer courses taken pass/fail or on a similar basis at other institutions. Courses that meet these requirements will be transferred to Rice by the Office of the Registrar as general credit with the designation TRAN. The Office of the Registrar will distinguish between credits that are upper-level and credits that are not upper level. TRAN credit will count toward the general hours needed for graduation under university requirements and for upper-level credit needed if it is designated by the Office of the Registrar as upper-level credit.

The Office of the Registrar, in conjunction with the academic departments, determines whether courses are appropriate for transfer to Rice as Rice equivalent courses. Individual departments may place additional restrictions on particular courses and/or institutions. Similarly, various majors and degree programs may limit the amount of transfer credit that students may apply to them. If courses transferred to Rice as TRAN credit are subsequently granted Rice equivalent course credit by the Office of the Registrar and academic department, the TRAN credit is reduced by the number of credit hours of the Rice equivalent course. The Rice equivalent is then listed on the student's transcript and satisfies the university and major requirements the Rice course satisfies. Courses may be evaluated for transfer directly as Rice equivalent courses, if appropriate, if the student completes the forms required by the Office of the Registrar. Students also may have to obtain departmental approval.

Because of these restrictions, students are strongly advised to seek prior approval from the registrar for courses for which students plan to receive Rice equivalent credit. The Office of the Registrar may require that students secure approval from the major department to receive Rice equivalent credit. Without prior approval, students cannot be certain that credit taken at another institution will be transferred as a Rice equivalent course and therefore count for major or specific university requirements.

If approved, the equivalent Rice course or the general TRAN credit, as the case may be, is entered on the student's record *after* the Office of the Registrar receives an official transcript from the other college or university. For credits obtained while studying abroad, the Office of the Registrar also must receive the necessary approval paperwork from Rice International Programs before transfer credit may be granted. Students may appeal to Rice International Programs to have credit granted from nonapproved study abroad programs. Such appeals generally should be justified by the curricular needs of the student. In addition, credit from non-U.S. degree-granting universities not part of a study abroad program must be approved by Rice International Programs. Credit is generally determined on a pro rata basis. No grade is entered, and transferred courses have no effect on a student's Rice grade point average.

Students with much transfer credit should be aware of the general graduation requirements (listed on pages 20–23) that they must complete at least 60 semester hours at Rice, complete more than half of their upper-level degree work and more than half of their upper-level major work at Rice (students also should check their specific departmental major requirements).

## EXCUSED ABSENCES

Students are expected to be in attendance at all of the classes for which they are registered during the entire course of the academic semester for which they are enrolled. The university understands, however, that students participating in university-sponsored extracurricular activities may, on rare occasions, need to miss a class session. As a matter of course, students should inform their instructors in advance of absences resulting from participation in university-sponsored activities, and faculty will normally give a reasonable opportunity to make up work missed on such occasions. Absences for activities other than university-sponsored events may also be negotiated on an informal basis between the student and the faculty member. Alternatively, absences may be formally excused on a case-by-case basis if a petition explaining the nature of the event, accompanied by suitable documentation, is submitted to the Committee on Examinations and Standing at least two weeks before the event.

## FINAL EXAMINATIONS

Most courses include final examinations, but the decision to give a final exam as a required part of the course rests with the instructor and the department. All tests and examinations are conducted under the honor system (see page 8).

Examinations are considered final examinations when they:

- Cover more than the material learned since the last test, or
- Are the only exam in the course, or
- Require comprehensive knowledge of the entire course

Such exams may be given only during the final examination period.

Final examinations are normally three hours long. When instructors, for exceptional reasons, wish to give a longer examination, they schedule it as a take-home exam; even then, they may not exceed five hours. The “due date” for all take-home finals is the end of the final examination period.

University-sponsored events at which student attendance is required may be scheduled in or outside of Houston during the period from Monday through Saturday during the last week of classes, so long as no more than one day of classes and one night would be spent out of Houston from the previous Sunday night through Friday afternoon. Events scheduled on Saturday may involve travel on Friday evening and on Sunday. However, no events may be scheduled on Sunday and thereafter until the conclusion of the final examination period. Exceptions may be authorized only by the Committee on Examinations and Standing.

**GRADES** (See also Faculty Grading Guidelines on pages 9–10.)

**The Pass/Fail Option**—Undergraduates may register for courses on a pass/fail basis. Such students:

- May not take more than 1 course as pass/fail per semester for each full year of residence (students studying in off-campus programs through Rice are considered to be in residence for the purpose of this rule)
- May not take more than 4 courses total as pass/fail (even if they are in a five-year degree program)
- May not take more than a total of 14 semester hours total as pass/fail
- May register for only 1 course as pass/fail in a semester
- May not take as pass/fail those courses specifically required for the major or courses falling within the major department or major area. If students take such courses pass/fail, the registrar will replace the P during the final degree audit with the grade earned.

- Must file the proper form for a course to be taken pass/fail no later than the posted deadline, usually the end of the 10th week of the semester

Students may convert a pass/fail course to a graded course by filing the proper form with the registrar. The deadline is by the end of the fifth week of the following semester.

Students should be aware that while a grade of P does not affect their grade point average, a grade of F is counted as a failure and is included into their GPA. Students who take a course during the Rice summer session as pass/fail should also be aware that this counts toward their allowable total of 4 courses.

**Grade Symbols**—Instructors are required to report a grade for all students (except auditors) whose names appear on the class list. They grade their students using the following conventional symbols: **A+**, **A**, **A-**, **B+**, **B**, **B-**, **C+**, **C**, **C-**, **D+**, **D**, **D-**, **F**. Students successfully completing a course pass/fail receive a **P**, and students successfully completing a course satisfactory/fail receive an **S**; in both cases, failure to complete the course successfully is indicated by an **F**. Completion of the English composition requirement is denoted by a grade of **E**.

Satisfactory/fail courses are those that do not use traditional grading procedures. Such courses or labs are designated by the instructor. While an **S** does not affect the grade point average, an **F** does.

Students may repeat courses previously taken, but the record of the first attempt (and grade) remains on the transcript, and both grades are included in grade point average calculations. If students repeat courses previously passed, credit is awarded only once unless the course description states that students may repeat it for additional credit. In the latter case, each grade appears on the permanent record and is included in the grade point average.

**Grade Designations**—Under certain circumstances, special designations accompany the student's grade. These designations do not affect the grade point average. The special designations include the following:

**INC (“Incomplete”)**—Instructors report this designation to the registrar when a student fails to complete a course because of verified illness or other circumstances beyond the student's control that occur during the semester. Students must complete the work, and instructors must submit a revised grade, by the end of the fifth week of the next semester; otherwise, the registrar's office records the grade originally submitted. Students with an “incomplete” must be certain that tests, papers, and other materials affecting their grade or essential to completing a course requirement are delivered *by hand* to the appropriate professor or office with ample time for the instructor to grade the documents and submit the final grade to the Office of the Registrar by the end of the fifth week of the following semester. Loss or lateness because of mail service is not an acceptable excuse for failing to meet academic deadlines. A student who receives two or more “incompletes” in a semester may not enroll in the next semester for more than 14 semester hours. Students should also be aware that they may be placed on probation or suspension when the “incomplete” is changed to a grade, either by an instructor or by default.

**OT (“Other”)**—Instructors report this designation to the registrar when a student fails to appear for the final examination after completing all the other work for the course. Students must resolve the matter, and instructors must submit a revised grade, by the end of the first week of the second semester or by the end of the fourth week after commencement, whichever is applicable. If the registrar's office does not receive a revised grade, the original grade submitted is recorded. A designation of “other” is also used if an accusation has been made to the Honor Council. As noted

above, students should be aware that they may go on probation or suspension when the “other” is changed to a grade, either by an instructor or by default.

**W (“Official Withdrawal from University”)**—Students who officially withdraw from the university during the last five weeks of the semester will receive a final grade of “W” for each course in which they were enrolled that semester. In addition, the professors of those students who withdraw during that time will submit a grade based on the student’s academic achievement at the time of withdrawal to the registrar. This grade will not be included in the student’s official transcript, but will be stored in the student’s file to be used solely in determining the student’s eligibility for readmission. See Voluntary Withdrawal and Readmission (page 40).

Students who officially withdraw from the university before the last five weeks of the semester will not receive the grade of “W” for any courses in which they were enrolled for that semester. These courses will not be included on the official transcript.

**W (“Late Drop with Approval”)**—A student who drops a class with special approval from the Committee on Examinations and Standing after the designated drop deadline will receive a grade of “W” for that course. When requests for late drops are denied by the Committee, the registrar records the submitted grade.

If a student drops a class before the designated drop deadline for the semester, the course will not be included on his/her official transcript. Students in their first semester at Rice may drop a class up until the last day of classes, and the course will not be included on the student’s official transcript.

**NG (“No Grade”)**—This designation indicates that the instructor failed to report a grade. Instructors are responsible for resolving this situation as quickly as possible.

**NC (“No Credit”)**—This designation signals that no credit was granted for the course. It is only used for people auditing the course.

**Grade Points**—To compute grade point average, letter grades are numbered as follows:

GRADE	GRADE POINTS	GRADE	GRADE POINTS
A+	4.33	C+	2.33
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
		F	0.00

**Grade Point Average Calculation**—For each course, the credit hours attempted in semester hours and the points for the grade earned are multiplied. Then these products (one for each course) are added together, and the sum is divided by the total credit hours attempted. Grade point averages are noted each semester on the student’s official transcripts.

**President’s Honor Roll**—This honor roll, published each semester, recognizes outstanding students. To be eligible, students must have earned grades in a total of 12 or more semester hours without receiving a grade of F (Pass/Fail courses may not be counted.) Approximately 30 percent of the top undergraduates receive recognition each semester. While undergraduates enrolled in a four-year bachelor’s

degree program are always eligible for the President's Honor Roll, students enrolled in five-year bachelor's or master's programs are eligible only during their first 8 semesters.

## **ACADEMIC DISCIPLINE AND OTHER DISCIPLINARY MATTERS**

**Academic Probation**—Students are placed on academic probation at the end of any semester if:

- Their grade point average for that semester is less than 1.67, or
- Their cumulative grade point average is less than 1.67 (this requirement is waived if the grade point average for that semester is at least 2.00)

The period of probation extends to the end of the next semester in which the student is enrolled. Students on probation (academic or disciplinary) may not be candidates for, or hold, any elected or appointed office, nor are they allowed to enroll in more than 17 semester hours.

**Academic Suspension**—Students are suspended from the university at the end of any semester if they:

- They earn grades that will place them on academic probation a third time, or
- They have a grade point average for the semester that is less than 1.00 (exceptions are made for students completing their first semester at Rice)

Students readmitted after a period of academic suspension will be suspended again, in any succeeding semester, if:

- Their cumulative grade point average is less than 1.67, or
- Their semester grade point average is less than 2.00

The first suspension period is normally one semester; the second suspension period is at least two semesters. Students are not readmitted after a third suspension.

Students who are going to be suspended for academic performance are notified by the registrar after all final grades have been received by the faculty and posted to their record. Suspension is lifted the first day of class of the semester when the student returns to the university. When students serve the nominal term of suspension but do not intend to return to Rice, suspension is lifted after permission from the Committee on Examinations and Standing is granted.

For students facing a first or second academic suspension who verify with the registrar and their department that they will complete their degree requirements in one semester if allowed to return, may have their suspension reduced to probation. Students may invoke this ruling only once for a given academic degree plan.

Students who graduate at the end of a semester under academic circumstances that would normally place them on probation or suspension will not have the terms "academic probation" or "suspension" placed on their transcript for that semester.

**Disciplinary Probation and Suspension**—The assistant dean of student judicial programs may place students on probation or suspension for an honor system violation or for other disciplinary reasons. Students on disciplinary suspension (including for an honor system violation) may not receive their degree even if they have met all academic requirements for graduation. They must leave the university within 48 hours of being informed of the dean's decision, though in cases of unusual hardship, the college master and assistant dean of student judicial programs may extend the deadline to one week. Any tuition refund will be prorated from the official date of suspension, which is determined by the registrar. While on disciplinary suspension, students may not run for, or hold, any elective or appointed office in any official Rice organization, nor may they serve as an Orientation Week adviser once they return to the university. Participation in student

activities on and off campus and use of Rice facilities, including the student center, the colleges, the playing fields, the gym, and the computer labs, are limited to *enrolled* students.

**Readmission after Suspension**—Students seeking readmission after **academic suspension** should address a letter of petition to the Committee on Examinations and Standing, in care of the vice president for Student Affairs, which must be received by July 1 for readmission in the fall semester and December 1 for readmission in the spring semester. The petition must include two supporting letters from persons for whom the student has worked during the suspension period as a student or an employee. The petition must also include an academic program approved by the Office of Academic Advising. If the problems causing the previous difficulty appear to be resolved, the student generally is readmitted. Students returning from academic suspension must maintain regular contact with the Office of Academic Advising throughout the semester. In some instances, the committee may postpone approval of readmission or rule that suspension is permanent.

Students seeking readmission after leaving the university because of **disciplinary or other nonacademic action** should submit a petition in writing for review by the assistant dean of Student Judicial Programs.

**Rice Summer School**—Although it may do so at its discretion, the Committee on Examinations and Standing does not normally place on probation or suspension students who perform poorly in the Rice Summer School. Students should be aware, however, that Rice Summer School grades are included in their grade point averages.

## WITHDRAWALS AND LEAVES

**Voluntary Withdrawal and Readmission**—Students may withdraw voluntarily from the university at any time during the semester up until the last day of classes. Students wishing to withdraw should inform their college master in person and give written notification to the vice president for Student Affairs, who notifies other offices of the university as necessary. Students who fail to give notice of withdrawal should expect to receive failing grades.

If they are in good academic standing at the time of their withdrawal, students are considered for readmission after they submit a written application to the vice president for Student Affairs. That application must include an academic program approved by the Office of Academic Advising. If students withdraw within five weeks of the last day of classes, they must submit the written application to the vice president for Student Affairs, who, at his discretion, will submit it to the Committee on Examinations and Standing. The petition should include two supporting letters and must also include an academic plan approved by the Office of Academic Advising. If students withdraw within five weeks of the last day of classes, the Committee on Examinations and Standing takes into account their grades (which reflects their performance up to the day of withdrawal) when ruling on their readmission. Students whose grades would have led to suspension had they not withdrawn are treated for purposes of readmission, as if they had been suspended. If students voluntarily withdraw for major medical or psychological/psychiatric reasons, however, they must meet the readmission conditions for a medical or involuntary withdrawal.

**Involuntary Withdrawal**—The university may insist on a student's involuntary withdrawal if, in the judgment of the vice president for Student Affairs, the student:

- Poses a threat to the lives or safety of him/herself or other members of the Rice community
- Has a medical or a psychological problem which is likely to be exacerbated by the academic and/or living environment and the student's ability to address it effectively
- Has a medical condition or demonstrates behavior that seriously interferes with the education of other members of the Rice community

Students should submit written petitions for readmission after medical or involuntary withdrawal to the vice president for Student Affairs. This petition must include documentation of treatment provided and students must have an interview with the director of the Rice Counselling Center or Student Health Services or their designees. The petition must also include an academic plan approved by the office of Academic Advising.

Students who withdraw for psychological reasons within the last five weeks of the fall semester will not be able to petition for readmission for the spring semester immediately following the semester from which they withdrew. They can appeal no later than June 1 to be considered for readmission for the upcoming fall semester.

**Unauthorized Withdrawal**—Students who leave the university without first obtaining permission to withdraw are considered to have resigned. Although students who resign are not normally considered for readmission, they may petition first the Committee on Examinations and Standing, then the vice president for Student Affairs.

**Leave of Absence**—Students may request a leave of absence from the university by applying in writing to the vice president for Student Affairs at any time before the first day of classes in the semester for which they are requesting leave. A leave of absence taken after the first day of classes is considered a voluntary withdrawal.

To gain readmission following an approved leave of absence of not more than four semesters, students must notify the vice president for student affairs at least one month before the beginning of the semester that they intend to end their leave. The student must also include an academic plan approved by the office of Academic Advising. After a leave of more than four semesters, they should apply in writing to the Committee on Examinations and Standing.

Approval of a leave of absence is always contingent on the student's satisfactory completion of course work in the semester preceding the leave. Students performing poorly may have their approved leave converted to suspension.

**Military Leave of Absence**—Students who require a leave of absence because of being called to active military duty should contact the vice president for Student Affairs.

## APPLICABLE ACADEMIC GRADUATION REQUIREMENTS

Students enrolled in four- (or five-) year bachelor's programs may decide whether to follow the graduation requirements in effect when they first registered at Rice or those in effect when they graduate. If they graduate more than seven (or eight) years after their initial registration, they must graduate under the regulations in effect at the time of their last readmission or those in effect when they graduate. Also, departments may review courses completed in a major more than seven (or eight) years before the student's anticipated graduation. If the department concludes that a course no longer satisfies the requirements of the major, it is not credited toward the major program, although it remains on the student's record.

Departmental major requirements may vary from year to year during the period between a student's matriculation and graduation. The department may, at its discretion, make any of these variations available to a student for completion of the major requirements. If a new degree program or major is created during the student's time at Rice, the new program will be available to a student as if the program appeared in the General Announcements at the time of matriculation.

### **NAME CHANGES**

To comply with a number of government agencies' reporting requirements, the university must record the name of each student who is a U.S. citizen as the student's name appears on his or her Social Security card. Students who need to change their names on Rice University records and who are U.S. citizens must notify the Office of the Registrar and present a Social Security card, marriage license, divorce decree, or court order and picture identification when submitting the form. After the change is implemented, the name on the Rice University transcript will read as printed on the supporting document(s).

### **CHANGE IN ENROLLMENT**

The academic calendar lists deadlines for dropping or adding a class or section. This schedule is binding for all students. Adding or dropping a course, including transferring from one section to another or changing credit status in a course must be accomplished through completion of the appropriate forms and submission to the Office of the Registrar. Changing a course to/from audit must be done within the first four weeks of the semester.

### **TRANSCRIPT POLICIES**

Transcripts are issued only at the request of the student. Transcript requests should be made at least three working days before the desired date of issue. A \$10 fee per transcript must be received before a transcript is issued.

Transcripts that have been presented for admission or evaluation of credit become a part of the student's permanent record and are not reissued. Transcripts from other institutions, if needed, must be sent to Rice University directly from the original issuing institution.

### **STUDENT RECORDS**

Rice University assures the confidentiality of student educational records in accordance with state and federal laws, including the Family Educational Rights and Privacy Act. Student academic records are maintained primarily in the Office of the Registrar and in the academic department of the student's major, as well as various other offices around campus. All students have the right to review their records to determine their content and accuracy, to consent to disclosures of personally identifiable information as defined by law, and to file complaints with the Department of Education.

### **RELEASE OF STUDENT INFORMATION FROM EDUCATIONAL RECORDS**

The disclosure or publication of student information is governed by policies of Rice University and the Family Educational Rights and Privacy Act.

A student's consent is required for the disclosure or publication of any informational which is a) personally identifiable and b) a part of the educational record. However, certain exceptions to this general rule, both in types of information which can be disclosed and in access to that information, are allowed by the regulations of the Family Educational Rights and Privacy Act. Rice may allow access to personally

identifiable information without a student's prior consent to its faculty or staff who legitimately require this information to perform their instructional, supervisory, advisory, or administrative duties.

In accordance with the law, a student's prior consent is not required for disclosure of portions of the educational record defined by the institution as directory information. The following directory information may be released by the university:

1. Name, local and permanent address, telephone number(s), and email address(es)
2. Date and place of birth and sex
3. Classification and major and minor fields of study
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Dates of attendance, degrees and awards received
7. The most recent previous educational agency or institution attended by the student
8. Photographic image

The information above, designated by the university as directory information, may be released or published by the university without a student's prior written consent unless exception is made in writing by the student or the parents of a dependent student. Students who prefer to avoid access to or release of directory information must notify the registrar in writing before the end of the second week of fall classes, and the university will withhold access to, or release of, directory information until further written instruction is received.

Students have a right to challenge the accuracy of their educational records and may file written requests to amend these records. The Office of the Registrar should be contacted for further information regarding the procedure to follow for questions or problems.

For complete information regarding the policies outlined above, please contact:

**Rice University Registrar**  
 Rice University  
 Office of the Registrar - MS 57  
 6100 Main Street  
 Houston, TX 77005-1892  
 Email: reg@rice.edu

**VETERANS INFORMATION**

At Rice University, the Office of Veterans Affairs is managed through the Office of the Registrar. This office assists all veterans and their dependents who wish to receive VA educational benefits. The office also provides personal counseling, fee deferments, tutorial assistance, and work-study jobs.

Veterans who are planning to attend the university should contact the Office of Veterans Affairs at least two months before the date of entry. Such time is required to expedite the processing of paperwork for educational allowances from the Veterans Administration.

For certification of benefits, the student must be enrolled according to the following schedule:

Full Time .....	12 Credits	1/2 Time.....	6 Credits
3/4 Time .....	9 Credits	Less than 1/2 Time.....	5 Credits

For rate of monthly payment of educational allowances for veterans and dependents, please contact Office of Veterans Affairs.

For additional informational regarding other Veterans Educational Programs contact the Office of the Registrar at 713-348-8031 or reg@rice.edu.

### APPLICATION FOR GRADUATION

All students must complete an Application for Graduation Form available in the Office of the Registrar. This form is required for all students who plan to complete their degree requirements at the end of the fall or spring semester.

## SUMMER SCHOOL FOR COLLEGE STUDENTS

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Rice Summer School for College Students, administered by the School of Continuing Studies, offers courses for credit to Rice students, visiting undergraduates, graduate students, and Class III students (see pages 76-77). Two summer sessions are offered: in May and June-July. See Academic Calendar, pages viii-xiii. Taking 6 to 8 semester hours in one session is considered a full load. Interested students should complete the application form found on the summer school website at <http://scs.rice.edu/summercredit>. Admission is automatic for any Rice undergraduate or graduate student in good standing. Visiting students in good standing should send official transcripts, including spring semester grades, (mailed directly from their universities and colleges to the School of Continuing Studies) as well as the completed application. Acceptance in the Rice Summer School carries no implications for regular admission to Rice.

All applicants, including Rice students, should submit their applications to the Rice Summer School Office with the application fee and a tuition deposit. The remaining tuition is due in full at registration before the beginning of classes. Auditors of summer school courses, who are considered visiting students, must pay full tuition and fees. Limited financial aid is available for Rice students only.

It is essential that students apply by the deadlines listed on the summer school website. Courses that do not generate enrollments sufficient to cover their costs may be canceled. Students may apply after the deadline (but before the start of classes) by paying a late fee.

For more information, including tuition and registration information, students should contact the Rice Summer School Office at 713-348-4803, via e-mail at [scsummer@rice.edu](mailto:scsummer@rice.edu), or online at <http://scs.rice.edu/summercredit/>.

## ADMISSION OF NEW STUDENTS

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Dating back to the founding of Rice University, our first president, Edgar Odell Lovett, mandated that we aspire to be a world-class university of the highest standing. Dr. Lovett challenged us "to assign no upper limit to our educational endeavor." He envisioned students and faculty as a community of scholars, their minds exercised by spirited discourse (John Boles, *A University So Conceived: A Brief History of Rice*, pp 22-23, rev. ed. 1997). Therefore, as an integral part of the University's mission, we seek a broadly diverse student body where educational diversity increases the intellectual vitality of education, scholarship, service, and communal life at Rice. We seek students, both undergraduate and graduate students, of keen intellect and diverse backgrounds who not only show potential for success at Rice, but who will contribute to the educational environment of those around them. Rice determines which group of applicants, considered individually and collectively, will take fullest

advantage of what we have to offer, contribute most to the educational process at Rice, and be most successful in their chosen fields and in society in general. Our evaluation process employs many different means to identify these qualities in applicants. History shows that no single gauge can adequately predict a student's preparedness for a successful career at Rice. For example, we are cautious in the use of standardized test scores to assess student preparedness and potential. An applicant is considered in competition with all other applicants. In making a decision to admit or award financial aid, we are careful not to ascribe too much value to any single metric, such as rank in class, grade-point average, the SAT/ACT or Graduate Record Exam.

We use a broader perspective that includes such qualitative factors as the overall strength and competitive ranking of a student's prior institution, the rigor of his or her particular course of study, letters of recommendation, essays, responses to application questions, and (where required) auditions and portfolios. Taken together with a student's academic record and test scores, these additional factors provide a sound basis to begin assessing the applicant's potential on all levels.

Beyond indicators of academic competence, we look for other qualities among applicants such as creativity, motivations, artistic talent, and leadership potential. We believe that students who possess these attributes in combination with strong academic potential will contribute to, and benefit from, a more vibrant, diverse educational atmosphere. Through their contributions and interactions with others, students will enrich the educational experience of all faculty and students. These qualities are not revealed in numerical measurements, but are manifest in the breadth of interests and the balance of activities in their lives.

Rice University strives to create on its campus a rich learning environment in which all students will meet individuals whose interests, talents, life-experience, beliefs, and world-views differ significantly from their own. We believe that an educated person is one who is at home in many different environments, at ease among people from many different cultures, and willing to test his or her views against those of others. Moreover, we recognize that in this or any university, learning about the world we live in is not by any means limited to the structured interaction between faculty and students in the classroom, but also occurs through informal dialogue between students outside the classroom.

To encourage our students' fullest possible exposure to the widest possible set of experiences, Rice seeks through its admissions policies to bring bright and promising students to the University from a range of socioeconomic, cultural, geographic and other backgrounds. We consider an applicant's race or ethnicity as a factor in the admission process and believe that racial and ethnic diversity is an important element of overall educational diversity. Though race or ethnicity is never the defining factor in an application or admissions decision, we do seek to enroll students from underrepresented groups in sufficient and meaningful numbers as to prevent their isolation and allow their diverse voices to be heard. We also seek students whose parents did not attend college, as well as students from families with a well-established history of college-level education. Rice places a premium on recruitment of students, regardless of their races or ethnicities, who have distinguished themselves through initiatives that build bridges between different cultural, racial and ethnic groups. In so doing, we endeavor to craft a residential community that fosters creative, inter-cultural interactions among students, a place where prejudices of all sorts are confronted squarely and dispelled.

In assessing how well an applicant can contribute to enlivening the learning environment at Rice, we also try to determine the relative challenges that he or she may have faced. For economically disadvantaged students, this may mean achieving

a high level of scholastic distinction while holding down a job in high school. For a first generation student, it might mean achieving high standards for academic success within an environment relatively indifferent to intellectual attainment. Or it might mean overcoming a disability to excel in sports, music, or forensics. For students who do not have particular disadvantages, we also look at whether they chose a more challenging road than the normal path through high school. This might mean an especially strenuous course of study, a prolonged, in-depth engagement in a school project, or a particularly creative and wide-ranging set of extracurricular activities.

Rice does not view offers of admission as entitlements based on grades and test scores. Our admission process combines an examination of academic ability with a flexible assessment of an applicant's talents, experiences and potential, including potential diversity contributions; it precludes any quick formula for admitting a given applicant or for giving preference to one particular set of qualifications without reference to the class as a whole. Rice is a highly selective institution, and receives many more applications from viable candidates than it has available spaces. An inevitable consequence of Rice's approach is that some highly accomplished students will not be admitted. However, by selecting a wide range of matriculants of all types, the admissions process seeks to enrich the learning environment at Rice, and thus improve the quality of a Rice education for all students.

Due to the nature of the Rice education, Rice enrolls undergraduate degree candidates on a full-time basis only. **First-year applicants, architecture applicants, and international students may apply for the fall semester only.** Other applicants may apply to enter either the fall or spring semester.

Applicants are selected on a competitive basis in six academic divisions: architecture, engineering, humanities, music, natural sciences, and social sciences. Candidates should give careful consideration to the category under which they wish to be considered. However, once enrolled, most students are able to move freely among most divisions after consultation with their advisers. Music students must pursue the music program for at least the first year before changing divisions. The Schools of Music and Architecture maintain limited enrollments; all majors are subject to faculty approval.

Those offered admission are expected to complete the remainder of their high school courses with the same superior performance that led to their admission.

## FIRST-YEAR APPLICANTS

There are four areas of focus generally used in evaluation of first-year candidates for admission: scholastic record as reflected by the courses chosen and the quality of academic performance, recommendations from high school, the application presentation of personal information and essays, and standardized testing (SAT I or ACT and three subjects from the SAT II).

**The High School Record**—Students must complete at least 16 college preparatory units as follows:

English	4	Laboratory science (e.g., biology, chemistry, physics)	2
Social studies	2	A foreign language	2
Mathematics	3	Additional credits in any of the categories above	3

The natural science and engineering divisions require trigonometry (pre-calculus) or other advanced mathematics courses and both chemistry and physics. Students may substitute a second year of chemistry or biology for physics.

Students admitted with academic deficiencies will be asked to complete the required work by taking high school or college-level courses during the summer before enrollment at Rice.

**Note:** Because of the admission competition to enter Rice, successful applicants generally have taken 20 or more college preparatory courses, many at the college level. Therefore, only those students who have more than 20 college preparatory courses may have the registrar consider for Rice credit their college courses taken in high school.

**Transfer of Coursework Taken During High School**—College-level courses taken during high school years may be considered for credit at Rice University on receipt of the following documentation:

1. An official transcript of all college courses sent directly from the college(s) attended. No college-level courses that appear only on the high school transcript will yield credits at Rice.
2. From each college attended, official verification that all courses were taken on the college campus, were taken together with students at that college, were taught by regular members of the college faculty, and were a part of the normal curriculum of the college. This type of documentation is normally obtained from the registrar's office of each college.
3. Official notification by letter from the high school principal or guidance counselor that the credit earned was not used to meet high school diploma requirements.

**Recommendations**—Candidates must submit evaluations from their guidance counselor and one teacher. The necessary forms are included in the application.

**The Application**—The application provides the committee with important information on the student's background and gives the applicant an opportunity to provide statements on his or her interests, experiences, and goals. Both the Rice application and the Common Application are accepted. *The application fee is \$50.* Students for whom this fee creates a hardship may apply for a waiver. Freshman applicants should provide proof of a fee waiver for the SAT I or ACT test or eligibility for the school lunch program. In any case, a letter from the student's high school counselor is required. Financial stress created by application fees to other institutions is not considered a valid reason to grant a fee waiver.

**Standardized Testing**—The SAT I or ACT and three subject exams from the SAT II are required for admission. All applicants must submit three SAT II tests: one in writing and two others in fields related to the candidate's proposed area of study.

These exams are administered by the College Board and the American College Testing Program. Bulletins and test registration forms are available from high school counseling offices. The applicant is responsible for arranging to take the tests, and official score reports must be submitted before the student can be considered for admission. The College Board code for Rice is 6609. The ACT code is 4152.

**Personal Interview**—Although a personal interview is *not a requirement*, we *recommend* an interview for first-year applicants as an excellent opportunity to discuss the applicant's interests, needs, and questions. On-campus interviews are conducted by the admission staff and a select group of Rice senior students. Also, off-campus interviews are conducted throughout the United States by Rice alumni. Please consult the university websites or the application packet, or call the admission office for details.

**Music Audition**—Candidates to the Shepherd School of Music must arrange for an audition with a member of the music faculty.

**Architecture Portfolio and Interview**—Architecture applicants must submit a portfolio. An interview with a faculty member from the School of Architecture is strongly recommended.

**Bachelor of Fine Arts Portfolio**—Applicants to the Bachelor of Fine Arts program must submit a portfolio to the Department of Visual Arts for faculty review before admission is finalized.

## DECISION PLANS

**Early Decision Plan**—Early Decision is designed for students who have selected Rice as their first choice. Students may initiate applications to other colleges but may make a binding Early Decision application to one college only.

Early Decision applicants must complete the required standardized testing on or by the October testing dates in the senior year. All other materials should be post-marked by November 1. Admission notices will be mailed by December 15. The committee will admit, defer, or deny Early Decision applicants. Deferred applicants are considered with the Regular Decision pool, and seventh-semester grades and additional standardized test scores will then be considered.

**It is important to note that if admitted under Early Decision a candidate must withdraw all other college applications, may not submit any additional applications after accepting the offer, and must accept Rice's offer of admission by submitting a \$100 nonrefundable deposit by January 3.** An additional \$50 housing deposit is required of those desiring on-campus accommodations.

Those accepted under Early Decision may receive an estimate of need-based financial aid by registering for the College Scholarship Service (CSS) PROFILE by October 1, and sending the PROFILE packet to CSS by November 1. Register for the CSS PROFILE by visiting their website at [www.collegeboard.com](http://www.collegeboard.com). Students will complete the PROFILE online. The PROFILE number for Rice is 6609. Note that **official** financial aid offers may be made only after the Office of Student Financial Services has received the following documents:

- CSS PROFILE, priority date February 1
- Free Application for Federal Student Aid (FAFSA), priority date February 1
- Student and parent 2004 income tax and W-2 forms, priority date March 1

**Interim Decision Plan**—First-year applicants who complete their standardized testing on or before the December testing dates and who postmark all other materials by December 1 may be considered under the Interim Decision Plan. Decisions are mailed by February 10. The committee will admit, defer, or deny Interim Decision applicants. Deferred applicants are considered with the Regular Decision pool, and seventh-semester grades and additional standardized test scores will then be considered.

Interim Decision applicants who are offered admission must pay a \$100 registration deposit by May 1 to reserve a place in the incoming class. After May 1, deposits are not refundable. Those who desire a room on campus must pay an additional \$50 deposit.

**Regular Decision Plan**—Students who apply Regular Decision must postmark their materials by January 10 to receive notification by April 1. Candidates who miss the deadline must do so in full knowledge that they are in a less competitive position. Regular Decision applicants must complete their standardized tests by February.

Regular Decision applicants who are offered admission should submit a \$100 registration deposit by May 1 to reserve their places in the incoming class. After May 1, deposits are not refundable. Those who desire a room on campus must pay an additional \$50 deposit.

## ACCELERATED STUDENTS

Rice University will accept applications from students who are completing high school in less than four years. It is important to note that these students will compete with other candidates who will be completing four years of high school. Therefore, it is the candidate's responsibility to demonstrate that he or she has exhausted *all* college preparatory course work at his or her school. Further, because of the residential focus and commitment to student self-governance at Rice, candidates must also demonstrate the maturity and personal development that would allow them to participate fully and responsibly in campus life. Because of the unique circumstances surrounding the accelerated student, it is strongly recommended that these candidates have an on-campus interview before the application deadline.

## HOME-SCHOOLED APPLICANTS

The Committee on Admission and Financial Aid recognizes that each home-schooled applicant is in a unique educational program. To ensure that our evaluation process is fully informed, each home-schooled applicant is encouraged to provide clear, detailed documentation of his or her curriculum of study, assessment tools, and learning experiences. Rice requires two academic letters of recommendation from all applicants, and at least one of these letters must come from someone who is not related to the applicant.

## BACHELOR OF FINE ARTS

Students with a bachelor's degree in art from Rice or an equivalent degree from another university may apply to enter the BFA program, which consists of a fifth year of intensive study in the creative arts. In exceptional cases, students with a BA in a major other than art may be admitted. BFA students are considered on a space-available basis. The following items should be *received* by November 1 for spring term enrollment or May 1 for fall term enrollment.

Required application materials include:

- A \$50 application fee
- Official transcripts of all undergraduate and graduate work
- Official final high school transcript
- Two letters of recommendation from professors at the most recent college attended
- Dean of students recommendation from the most recent college attended
- SAT I or ACT scores
- The complete application for bachelor of fine arts degree candidates
- Portfolio of artwork

The portfolio of artwork must include 15 slides of original paintings, drawings, sculpture, and prints, and/or film/video. Submission is limited to a binder or folder no larger than 9" x 12" x .5" or placed in a standard-view sleeve 20 slide capacity. Slides of artwork should be properly labeled (at the top of the individual slide) with name, title, medium, dimensions, and date(s), and submitted in clear plastic. Do not submit anything you wish returned.

All BFA students attending Rice are full-time students; most classes are held Monday through Friday. Financial aid and campus housing are not available for BFA students.

## TRANSFER STUDENTS

Students with superior records from two-year or four-year colleges or universities may apply as transfer candidates. Applicants for transfer admission must file the following with the Office of Admission:

- The written application
- Official transcripts of all high school and college work completed to date as well as courses in progress
- Two faculty recommendations
- A recommendation from the dean of students
- SAT I or ACT scores
- A \$50 application fee

Applications with the appropriate documents must be postmarked by March 15 for fall term admission and October 15 for spring term admission. Notification of the admission decision is mailed by May 15 and December 15, respectively. The criteria used in evaluating transfer applications are similar to those applied to applicants for the first-year class, except that special emphasis is given to performance at the college level. Because of the highly competitive nature of transfer admission, it is recommended that applicants have a minimum 3.20 (4.00 scale) grade point average on all college work. The SAT I or ACT must be taken by March 15 for fall application and October 15 for spring application. The SAT II is not required.

Students for whom the \$50 application fee creates a hardship may apply for a waiver. Transfer applicants must send a copy of the Student Aid Report that they receive after completing the Free Application for Federal Student Aid (FAFSA) along with a request for a fee waiver to the Office of Admission. Financial stress created by application fees to other institutions is not considered a valid reason to grant a fee waiver.

Transfer students must be registered in residence at Rice for at least four full semesters during the fall or spring terms and must complete no fewer than 60 semester hours before earning a Rice degree.

### **ADVANCED PLACEMENT/INTERNATIONAL BACCALAUREATE/PLACEMENT TESTS**

Students who score a 4 or 5 on the applicable Advanced Placement College Board examinations taken before matriculation at Rice are given university credit for corresponding Rice courses.

Students who complete the International Baccalaureate diploma and receive a score of 6 or 7 on a higher-level IB exam will also receive course credit for the appropriate course.

Furthermore, during Orientation Week, entering students may take placement tests administered by various departments at Rice. On the basis of these tests, students may be advised to register for courses beyond the introductory level. In most cases, credit is not given for these tests.

### **OTHER STUDENTS**

*Please note that financial assistance is not available for visiting, Class III, BFA, second degree, dual enrollment, or auditing students.*

**Visiting Students**—Students who wish to spend a semester or a year at Rice taking courses for credit to be applied toward their undergraduate degree at another school may apply for admission as visiting students through the Office of Admission. The student's application should be accompanied by the \$50 application fee, an official high school transcript, an official transcript of college work to date, an SAT I (SAT) or ACT score, and recommendations from the dean of students and a faculty member who has taught the student within the past academic year. Visiting student applications should be postmarked by March 15 for the fall semester and October 15 for the spring semester.

Visiting students are assigned membership to one of the residential colleges during their stay and are charged the same fees as other undergraduates. In a few classes where enrollment is limited because of space or other considerations, candidates for Rice degrees have priority over visiting students for registration.

**Visiting students may apply to transfer to Rice only after having left Rice for at least one semester.**

**Class III Students**—Students with Class III standing at Rice have an undergraduate or graduate degree from an accredited college or university and are taking courses at Rice for credit but not in a specific degree program. Students interested in this program should contact the Office of Graduate Studies.

**Second Degree Students**—An individual who has a bachelor's degree from another institution and desires another degree in a different area of focus may apply as a second degree student on a space-available basis. Students may only pursue a second degree that is different from their first degree. The application, a \$50 application fee, official transcripts of all undergraduate and graduate work, two faculty letters of recommendation and a recommendation from the dean of students from the most recent college attended, and standardized test scores (the SAT, SAT I, or ACT) are required to complete an application file. The deadline for fall semester admission is March 15 and the deadline for spring is October 15.

Second degree applicants with a prior bachelor's degree from Rice should apply to the registrar. The application should include a written statement specifying the proposed major and course program for the second degree, a supporting letter from the chair of the major department, and an explanation of the student's reasons for seeking a second degree.

**Dual Enrollment Students**—Accelerated high school juniors and seniors who have taken all the courses in a given discipline available to them in high school may request admission to Rice for the purpose of taking one or more university-level courses as dual enrollment students. The written application, application fee of \$50, high school transcript, a teacher and a counselor recommendation from the applicant's high school, and an SAT I or ACT score should be sent to the Office of Admission by June 1 for the fall semester or by December 1 for the spring semester. Home-schooled students must demonstrate that they have exhausted all other community resources before applying for dual enrollment at Rice. All dual enrollment students are limited to two courses per semester at Rice.

Tuition for new students is \$848 per semester hour plus a \$110 registration fee, the total not to exceed \$10,175. Tuition for returning dual enrollment students would be the rate (plus inflation) at which they first took dual enrollment courses at Rice. These charges are for the 2004–2005 school year and are subject to change in subsequent years. Financial assistance is not available for this program.

**Auditors**—Any interested person, including currently enrolled students, may audit one or more courses at Rice by securing permission of the instructor and by registering as an auditor with the registrar. The university grants no academic credit for such work. Audit credit does not appear on transcripts. Currently enrolled students may audit courses without charge. Rice alumni are charged a fee of \$275 per course per semester. All others are charged \$545 per course per semester for the privilege of auditing. Request to audit a class or to change from audit to credit or vice versa must be done by the end of the fourth week of the semester.

## TUITION, FEES, AND EXPENSES

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Charges for tuition, fees, and room and board are billed to students each semester. Students may pay the charges in full by the due date or in installments over the

course of the semester. The fall semester due date is August 1 for freshmen and mid-August for all others, and the spring semester due date is the first week of January. The following costs apply to undergraduates in the 2004–2005 school year:

<b>Tuition</b>	<b>Annual</b>	<b>Semester</b>	<b>Hour<sup>3</sup></b>
Entering first-year and transfer students	\$20,350	\$10,175	\$848
Students matriculating in 2003–2004 <sup>1</sup>	19,200	9,600	800
Students matriculating in 2002–2003 <sup>1</sup>	18,300	9,150	763
Students matriculating in 2001–2002 <sup>1</sup>	17,600	8,800	734
Students matriculating in 2000–2001 <sup>2</sup>	17,500	8,750	730
Students matriculating in 1999–2000 <sup>2</sup>	17,250	8,625	720

<sup>1</sup> Tuition indexed for five years from year of matriculation

<sup>2</sup> Tuition indexed for six years from year of matriculation

<sup>3</sup> By special permission only

<b>Required Fees</b>	<b>Fall</b>	<b>Spring</b>	<b>Annual</b>
Student activities <sup>4</sup>	\$ 86.30		
Athletic events	110.00		
College	50.00		
Student health	170.00	\$170.00	
Shuttle	50.00		
Information technology (on-campus)	110.00	110.00	
<b>Total fees</b>	<b>\$576.30</b>	<b>\$280.00</b>	<b>\$856.30</b>
Information technology (off-campus)	\$ 60.00	\$ 60.00	
Newspaper	9.00		

<sup>4</sup> Fifth-year students in professional degree programs and students working toward a second bachelor's degree may pay a reduced student activities fee of \$13.70, which covers the Student Association Student Organizations Activity, University Court, and Honor Council portions of the activity fee, and elect not to pay the college fee.

<b>Room and Board</b>	<b>Annual</b>	<b>Semester</b>
Room	\$5,200.00	\$2,600.00
Board	3,180.00	1,590.00
Telecommunication	142.00	71.00

Any undergraduate who withdraws or takes an approved leave of absence and then gains readmission to the university pays the tuition applicable at their matriculation, plus annual Consumer Price Index increases for a period not to exceed six years. Starting with fall 2001 matriculants, the index period is not to exceed five years. After five/six years, students pay the tuition applicable to the entering class. Indexing does not apply to classes entering after spring 2003.

## REFUND OF TUITION AND FEES

Students who withdraw during the first two weeks of the semester are not charged tuition or fees for that semester. Students who withdraw during the third week must pay 30 percent of the semester's tuition, receiving a 70 percent refund. The amount of the refund drops by 10 percent at the beginning of each successive week that passes before withdrawal until the ninth week, after which no refund is made. Federal regulations require a refund calculation for all students receiving Title IV funds. The length of time during which a refund must be calculated is up to 60 percent of the payment period (semester). If a student withdraws on or before the 60 percent point in time, a portion of the Title IV funds awarded to a student (Pell

Grant, Federal SEOG, Federal Perkins Loan, Federal Direct Subsidized, Unsubsidized, and Federal PLUS Loans, and the Texas LEAP Grant) must be returned, according to the provisions of the Higher Education Act as amended. The calculation of the return of these funds may result in the student owing a balance to the university and/or the Department of Education.

For students withdrawing after the second week of classes in a semester, fees or special charges (see page 46) are not refunded. Similarly, students withdrawing or taking leaves of absence in the spring semester do not receive a partial refund of fees paid for the full year. Students withdrawing at any time forfeit the \$100 enrollment deposit they paid as incoming students.

Students who receive approval to enroll with a course load of fewer than 12 hours during the first nine weeks of the semester may be entitled to a tuition rebate based on the same refund schedule used for withdrawing students. Any such rebate depends on the actual date by which the registrar's office processes the relevant drop form.

Students unable to resolve with the cashier's office any request for special consideration in connection with waivers, refunds, or adjusted payments on tuition, fees, and other charges should forward their appeals to the vice president for student affairs. Exceptions are granted by the vice president of Student Affairs only under extraordinary circumstances. Resolution of waivers and refunds for room and board charges require the approval of the vice president for finance and administration.

## LIVING EXPENSES

Residence fees cover dining hall costs and residence maintenance. They are established each year as needs dictate. For 2004–2005, the annual room and board charge for residence in a residential college is \$8,380. This charge includes the room and all the meals eaten during the year.

**Housing**—About 77 percent of Rice undergraduates live in the on-campus residential colleges. Information about the residential colleges and room application forms accompany the notice of admission sent to each new undergraduate. Room reservations cannot be made before notification of admission. Further information on housing in the residential colleges is available from the Office of Student Affairs, and information on off-campus housing is provided by the Office of Academic Advising.

When they receive their residential college room assignments for the academic year to follow, students must sign a housing agreement. To reserve their space, current students must sign a housing agreement by the date established in their respective colleges but no later than April 15. New students must make a \$50 deposit before May 1. These nonrefundable deposits are applied to the following semester's room and board charges.

**Board**—Meals are served cafeteria-style and are all-you-care-to-eat. The colleges provide three meals per day Monday through Friday, breakfast and lunch on Saturday, and lunch and dinner on Sunday. Meals are not served during the Thanksgiving holiday, at the mid-year break, over the fall and spring mid-term recesses, and during spring holidays. More information is available from the Residential Dining web site (<http://food.rice.edu/index.html>).

**Payments and Refunds**—Students may pay their residence fee in installments. The exact amounts and due dates appear in the Residential Housing Agreement. Students moving out of the college for any reason receive a refund (or a credit) of the reduced balance of room and board charges but must still pay a termination

processing fee. Possible exceptions such as academic suspension, Rice-sponsored study abroad, and family emergencies are treated on a case-by-case basis.

### SPECIAL CHARGES

The following charges are separate from the regular fees. For charges because of late registration or course changes made after the deadlines, see Registration (pages 21–24).

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Preceptorship per semester . . . . .	\$200
Internship per semester . . . . .	200
Enrollment continuance fee (Study Abroad) per semester . . . . .	125
Newspaper fee . . . . .	9
Telecommunications fee (on-campus students) per semester . . . . .	71
Late payment penalty . . . . .	135
Undergraduate application fee . . . . .	50
Part-time registration fee . . . . .	110
Orientation Week room and board . . . . .	225
Orientation Week room and board (coordinators) . . . . .	165
Late registration fee . . . . .	105
Failure to register fee . . . . .	55
Deferred payment plan late fee . . . . .	35
College withdrawal: suspension . . . . .	100
College withdrawal: breaking of lease . . . . .	700
Diploma fee: sheepskin . . . . .	100
Diploma fee: parchment . . . . .	35
Diploma fee: facsimile . . . . .	15
Diploma mailing fee: domestic . . . . .	22
Diploma mailing fee: air mail . . . . .	27
Transcript fee . . . . .	10
Replacement ID . . . . .	10
Freshman parking permit (minimum) . . . . .	275

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### HEALTH INSURANCE

All Rice students must have health insurance. Students may purchase insurance for the 2004–2005 school year through the university program developed for Rice students at a yearly premium of \$1,335 (Plan A) or \$975 (Plan B). Coverage is effective from 12:01 A.M., August 15, 2004, until 12:01 A.M., August 15, 2005. Dependent coverage is also available. A description of the policy, application form, and waiver form can be found on the Web at <http://studenthealthinsurance.rice.edu>. Student should submit either the application or waiver by August 15 each year.

### EDUCATION CERTIFICATION PROGRAM FEES

Students enrolling in the student teaching apprenticeship or internship plans must pay a \$200 registration fee for each semester. An additional \$25 fee (paid to the School of Continuing Studies) is due for each summer school session

### DELINQUENT ACCOUNTS

No student in arrears of any financial obligation to Rice as of the last day of registration for any semester can register for classes. The university will not issue certificates of attendance, diplomas, or transcripts at any time for a student whose account is in arrears.

Students who have not made satisfactory arrangements with the cashier for payment of current charges or who have moved on campus without a proper room contract may be dismissed from the university.

## TRANSCRIPTS

Transcripts are issued on written request to the Office of the Registrar. The registrar does not issue transcripts without the consent of the individual whose record is concerned. The charge of \$10 for each copy is payable in advance. Those requesting transcripts by mail should include payment with the request.

## FINANCIAL AID

The financial aid programs at Rice provide assistance to meet demonstrated need for university attendance for all admitted students. Through grants, endowments, low-interest loans, campus work opportunities, or a combination of these programs, Rice makes every effort to provide students and families assistance to meet their educational expenses. The financial aid program receives funding from many sources. Rice uses contributions from alumni and friends to establish and maintain scholarships and loan funds. Federal and state grant, work, and loan programs also provide funds. Awards are based primarily on financial need and a computed Expected Family Contribution (EFC), although there are also attractive loan opportunities for students and families who demonstrate no need.

The university determines need for first-time students by having them complete the College Scholarship Service (CSS) PROFILE. Students register for CSS PROFILE by visiting their website at [www.collegeboard.com](http://www.collegeboard.com). Students will complete the PROFILE online. The PROFILE number for Rice is 6609. First-time students also complete the Free Application for Federal Student Aid (FAFSA) and submit copies of student and parent income tax and W-2 forms.

The university determines need for continuing students by having them complete the FAFSA and the Rice Financial Aid Application; continuing students also submit student and parent income tax and W-2 forms. Returning students are not required to complete a PROFILE form.

“Need” is the amount required to meet the difference between each student’s basic educational expenses and his or her family’s resources. Parents are expected to contribute according to their financial means, taking into account income, assets, home equity, number of dependents, and other relevant factors. Students are expected to contribute as well from their own assets and earnings, including appropriate borrowing against future earnings.

The brochure *Financing Your Education* explains the assistance programs in detail. Copies are available from the Office of Admission.

### NEED-BASED APPLICATION PROCESS

Rice University is a need-blind school. Applicants are admitted to the university regardless of their family’s ability to pay for college. Rice will meet 100% of demonstrated financial need as determined by university calculations.

Rice considers applicants for all appropriate assistance administered by the university, including grants, scholarships, loans, and work. Students receive notification of an offer once their financial aid files are complete. Student Financial Services provides financial assistance only for coursework sponsored through Rice University.

To apply for financial assistance, first time students (including Early Decision students) must submit the following:

- CSS PROFILE, priority date February 1
- Free Application for Federal Student Aid (FAFSA), priority date February 1
- Student and parent income tax and W-2 forms, priority date March 1

**Continuing students must submit the following:**

- FAFSA, priority date April 15
- Rice Financial Aid Application, priority date April 15
- Student and parent income tax and W-2 forms, priority date April 15

**DECISION**

Financial aid offers are made annually. Award amounts are specified in the Financial Aid Offer Letter. Because financial circumstances change from year to year, Rice conducts an annual review of need and offers aid accordingly. For this reason, continuing students must complete and return the Rice University Application for Financial Aid to the university and file the FAFSA every year that they seek assistance.

The university, from time to time, may adjust its methods of computing financial need or its policies regarding the types of financial assistance that it offers so as to meet the financial needs of the largest possible number of students. Therefore, the amount and type of financial aid may change from year to year, even when the student's financial situation appears to remain relatively stable.

**TYPES OF FINANCIAL AID AND ASSISTANCE**

**Need-Based Scholarships/Grants**—Various need-based scholarships and grants are awarded to assist students with demonstrated need.

**Merit Scholarship**—Merit Scholarships are offered through the Office of Admissions to incoming students. Merit scholarships may only be used for coursework sponsored by Rice University. Should a student with a merit award graduate early, unexpended merit funds will not be granted to the student.

**Student Loan Funds**—To assist students and parents with educational financing, the Office of Student Financial Services participates in the following programs:

- **Stafford Student Loans**—These are low-interest loans made to students attending school on at least a half-time basis. Subsidized Stafford loans require need-based financial aid eligibility, but unsubsidized Stafford loans are available to all students.
- **Parent Loans for Undergraduate Students (PLUS loan)**—The PLUS loan is a low-interest loan to parents or legal guardians of dependent undergraduate students. Eligibility is not based on demonstrated financial need.
- **Federal Perkins Loan Program**—These are low-interest loans made to students attending school on at least a half-time basis and who demonstrate high need.

A few endowments for student loans have been established at Rice primarily as memorial tributes. These funds exist separately from the normal financial aid program. Rice uses them to make small emergency loans to students experiencing unexpected financial problems or showing additional need beyond regular eligibility.

All requests for these loans must be submitted to the Office of Student Financial Services.

**Student Employment Programs**—Opportunities for employment are available to students, either on or off campus, during the academic year. Students are eligible to work under the Federal Work-Study Program or the Rice University Work Program. Students interested in employment should access the Student Financial Services webpage at <http://www.ruf.rice.edu/~fina/employment.htm>.

**Deferred Payment Plan**—Rice offers a deferred payment plan to enable families to finance students' educational costs. This plan divides each semester's charge over

four installments. Applications and details are available to eligible students each semester at the time of billing. Students arrange for deferred payment through the Cashier's Office.

**Summer Aid**—Students who have not exceeded 10 semesters at Rice are eligible to apply for summer aid. The only aid available during the summer session are loans. The deadline to apply for summer aid is April 30.

### VOCATIONAL REHABILITATION

The Texas Rehabilitation Commission (TRC) provides assistance in paying tuition and nonrefundable fees for students who have certain disabling conditions. Once a TRC counselor approves their vocational objectives, students affected by orthopedic deformities, emotional disorders, diabetes, epilepsy, heart problems, and other disabling conditions are eligible for assistance. The TRC offers a range of services to help handicapped students become employable. Interested students should apply to the Texas Rehabilitation Commission.

Students with visual handicaps should contact the Texas State Commission for the Blind.

### FINANCIAL AID ELIGIBILITY

Undergraduate students are eligible to apply for need-based Rice sponsored and federal/state/private aid during the first 8 semesters at Rice; for transfer students the number of semesters is prorated based on the number of hours transferred. If a student is enrolled beyond eight semesters, the student may apply for federal/state/private aid for an additional two semesters. (Architecture students may apply for Rice sponsored aid for two semesters following their preceptorship to complete the Architecture degree.) If a student attends part-time during a semester or withdraws during a term, the semester is counted towards the number of semesters aid is available.

### SATISFACTORY ACADEMIC PROGRESS

The Higher Education Act of 1965, as amended by Congress, mandates that institutions of higher education require minimum standards of "satisfactory academic progress" for students to be eligible to receive financial aid.

To remain in good standing, an undergraduate student must meet the following qualitative and quantitative standards:

**Qualitative**—A student must earn a minimum term GPA of 1.67 for each term enrolled at Rice University.

**Quantitative**—By the end of each academic year, a student must have earned a minimum of 24 credits. If a student were enrolled for only one term, the student must have earned a minimum of 12 credits.

If a student fails to meet either standard, the next term the student is enrolled the student will be granted aid on a probationary status. During a term in which a student is on financial aid probation, the student must complete a minimum of 12 credits and must earn a term GPA of 1.67 to be considered in good standing and to be eligible to receive aid for the next term enrolled. If a student on financial aid probation does not complete these requirements, then the student's financial aid eligibility is terminated.

**Appeal**—A student whose aid eligibility has been terminated after one semester of financial aid probation may submit an appeal in writing to Student Financial Services for a second term of financial aid probation. If during that second probation term the student fails to complete 12 credits and earn a term GPA of 1.67, the

student's aid eligibility is terminated, and the student may not appeal for another probationary aid term. In order to regain aid eligibility, the student must complete 12 credits in one term with a 1.67 term GPA (or 2.0 GPA at a school without weighted grades) using resources other than aid offered through Rice University to pay affiliated charges.

**Financial Aid After Suspension**—Students who have been suspended by the University for academic reasons need to be aware that if they are readmitted by the Committee on Examinations and Standing they may not be eligible for financial aid based on their prior academic performance. Students who are petitioning for readmission are advised to contact Student Financial Services to determine their aid eligibility.

## RETURN OF TITLE IV FUNDS

Students who receive federal funds as part of their aid packages and do not complete the academic term may be subject to returning a portion of those funds. Contact Student Financial Services for information about "Return of Title IV Funds" policies and procedures.

## HONOR SOCIETIES

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Honor societies at Rice include the following:

**Phi Lambda Upsilon**—national honorary chemical society promoting high scholarship and original investigation in all branches of pure and applied chemistry (Rice chapter: 1926)

**Phi Beta Kappa**—founded in 1776 at the College of William and Mary to recognize intellectual achievement and the love of learning among students in the liberal arts and sciences (Rice chapter: March 1, 1929)

**Pi Delta Phi**—organized to interest French students in competing for high standing in scholarship (Theta chapter at Rice: May 1930)

**Society of Sigma Xi**—for the promotion of research in science (Beta of Texas chapter at Rice: March 23, 1938)

**Tau Beta Pi Association**—organized to interest engineering students in competing for high standing in scholarship (Gamma of Texas chapter at Rice: December 18, 1940)

**Delta Phi Alpha**—to promote an interest in the German language and literature (Gamma Xi chapter at Rice: April 1949)

**Sigma Delta Pi**—to promote an interest in the Spanish language and literature (Rice chapter: May 14, 1953)

**Tau Sigma Delta**—national honor society in architecture and applied arts (Tau chapter at Rice: May 7, 1961)

**Eta Kappa Nu**—founded in 1904 at the University of Illinois for electrical engineering students, to stimulate and reward scholarship as well as assist and encourage its members to grow professionally throughout their lives (Rice chapter: January 1981)

**Omicron Delta Epsilon**—to promote study in economics (Rice chapter: 1981)

**Psi Chi**—founded in 1929 at Yale University to encourage, stimulate, and maintain excellence in scholarship and to advance the science of psychology (Rice chapter: April 23, 1990)

# UNDERGRADUATE STUDENT LIFE

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## RESIDENTIAL COLLEGES

All undergraduate students at Rice, whether they live on campus or not, are members of one of nine residential colleges. All colleges are coeducational.

Each college has faculty masters who live in a house next to the college. Reporting to the vice president for student affairs, the masters have overall responsibility for all aspects of student life in the college, especially for encouraging broad cultural and intellectual interests and for promoting self-discipline and effective self-government within the college. Upon agreement, the students and masters invite other members of the Rice faculty to become resident and nonresident associates of the college. Faculty associates act as advisers to the students and participate in the various activities of the college. Colleges also have nonfaculty university associates and community associates drawn from various professions in the Houston area.

Each college exists as a self-governing group of students. The elected officers and representatives are responsible to the masters and to the college membership for:

- Directing the college's cultural, social, and athletic activities
- Expenditure of college funds
- Maintaining order in the college

While uniformity among the colleges has never been sought and each college has developed its own particular interests and character, all seek to foster fellowship among their members and a mature sense of honor, responsibility, and sound judgment.

**College Assignment**—Each undergraduate, upon acceptance by the university, is designated a member of one of the colleges. Two students entering Rice for the first time may request assignment to the same college, but they may not designate which college. New students may also request membership in the same college as a close relative. Except for these cases, students have no individual choice of college.

**Room and Board**—College buildings include a dining hall and public rooms, which are available to both resident and nonresident members, and living quarters for approximately 215 students from all classes and all academic disciplines.

At present, Rice has room in its on-campus residential colleges for about 75 percent of its undergraduate students. Although most of the students who want to live in the colleges can be accommodated, demand usually exceeds the available number of rooms. The university makes every effort to provide housing in the colleges for all incoming first-year students who wish to live on campus, but space cannot be guaranteed. Continuing students draw for rooms according to the priority system established in each college. No student is required to live on campus; however, those members of the colleges who live off campus are encouraged to eat in their colleges and to participate in college activities.

The College Food Service provides à la carte meals, with the exception of prepaid dinners. Its other services include:

- Assistance with special diets prescribed by a physician
- Sack lunches for students who must miss a meal due to a job conflict
- Sick trays for students when requested by the Student Health Service
- Alternate menu entrées, whenever possible, to accommodate students' religious practices

For more information on room and board, see page 44.

**College Courses.** One of the colleges' important activities is their sponsorship of courses and workshops open to all students. By expanding course offerings outside the traditional departments, college courses promote the academic involvement of the colleges while introducing students to interdisciplinary topics of particular interest.

Students propose college courses during the semester before they are offered. Once approved by the masters and faculty associates of the college and by the vice president for Student Affairs and the provost, these college courses are offered for academic credit on the same basis as departmental courses. The registrar provides a list of college courses each semester during preliminary registration.

## STUDENT GOVERNMENT

All undergraduates are members of the Rice Student Association, which is governed through the Student Senate. The senate includes the president, two vice presidents, the secretary, the treasurer, the nine college presidents, and nine college senators.

Alleged violations of university or college rules are handled in accordance with the Code of Student Conduct. In most cases, original jurisdiction belongs to student courts. Students may appeal verdicts to the college masters or the assistant dean for student judicial programs, as appropriate with a final appeal to the vice president for student affairs. The student-staffed Honor Council conducts hearings and trials for alleged offenses against the honor system (see page 8). Rice retains ultimate authority in all matters of discipline and over all actions that affect its educational function or the safety and well-being of members of the university community.

**Award Presentations**—The Rice Student Association presents two coveted awards annually, one to a student and one to a faculty or staff member. The Rice Service Award, a memorial to Hugh Scott Cameron, first dean of students at Rice, is awarded to currently enrolled or former members of the association who have rendered distinguished service to the student body. The Mentor Recognition Award recognizes extraordinary service to the student body by a current member of the faculty or staff. A committee of faculty and students appointed by the association makes the selections.

## OFFICE OF STUDENT ACTIVITIES

The Office of Student Activities, located in the Rice Memorial Center cloisters, oversees the activities of various campuswide student organizations. It also handles student requests for facilities and party permits, and it coordinates leadership development programs, including the annual leadership retreat and symposium.

Principal student organizations include the following:

- Rice Student Association, the student governing body
- Rice Program Council, which sponsors various events of current interest to the student body as well as social functions
- KTRU, the student-run radio station, operating 24 hours, seven days a week, on 91.7 FM
- Student publications (e.g., *Rice Thresher*, the student newspaper; *Campanile*, the yearbook; *The Rice Undergraduate: The Annual Academic Review*, a collection of peer-reviewed student papers; and *University Blue*, a literary and visual arts publication)

A large number of student organizations address special student interests, such as the Black Student Association, the Hispanic Association for Cultural Education at Rice, the Chinese Student Association, Rice Young Democrats, and Rice Republicans.

There also are numerous clubs for such sports as sailing, rugby, lacrosse, volleyball, and soccer. Other special-interest groups include a premed society, forensic society, juggling club, and vegetarian club.

Many organizations are associated with special academic and professional disciplines, such as foreign language clubs, honor societies, and student affiliates of the American Chemical Society, the American Society of Civil Engineers, and the American Society of Mechanical Engineers.

The Rice Players, an extracurricular theater group of Rice students, faculty, and staff, present at least four productions each year and welcome participation by anyone interested in any aspect of theater production or management.

Rice students also maintain affiliations with a number of religious organizations. These include, but are not limited to, the Baptist Student Union, Canterbury Association, Catholic Student Association, Christian Science Organization, Hillel Society, Lutheran Student Association, Intervarsity Christian Fellowship, and the Wesley Foundation. Many of these clubs are assisted by local clergy who form the Joint Campus Ministry.

The Office of Student Organizations on the second floor of the Ley Student Center houses mailboxes for all student organizations. There is a student organization work space in the basement of the Rice Memorial Center that has office space, storage, and computers for student organization use.

### **COMMUNITY INVOLVEMENT CENTER/RICE STUDENT VOLUNTEER PROGRAM**

Housed in the cloisters of the Rice Memorial Center, the Community Involvement Center works to develop a culture of service within the university by functioning as an advocate for community service, social responsibility, and an increased awareness of social and community issues. The center acts as a clearinghouse for resources and referrals involving local, national, and international community agencies and service opportunities. By making educational programs and information available, the center fosters a lifelong commitment to service among students, faculty, and staff. It also organizes alternative semester break service trips, volunteer fairs, beach cleanups, and other activities. The 10 student service organizations supported by the Community Involvement Center include Rice Habitat for Humanity, youth mentoring and tutoring programs, tutoring in English as a second language, Best Buddies, and the Rice Student Volunteer Program.

By heightening student awareness of community needs and generally raising social consciousness, the Rice Student Volunteer Program (RSVP) has organized volunteer projects for Rice students, faculty, and staff since 1985. The largest event of each semester is Outreach Day, a Saturday when approximately 500 students volunteer with more than 30 nonprofit agencies throughout the Houston area, learning how to take thoughtful action to build a stronger, more just community. With an office in the cloisters of the Rice Memorial Center, RSVP invites each student's involvement as an officer, a college representative, a committee member, a project organizer, or an interested participant in any RSVP event.

### **INTERCOLLEGIATE SPEECH AND DEBATE**

Consistently ranked in the top 10 nationally, the George R. Brown Forensic Society sponsors competition in the categories of Individual Events, Lincoln-Douglas, and Parliamentary Debate. The society provides students with the chance to hone their public speaking skills and to qualify for competition both at the American Forensic Association National Individual Events Tournament and at the National Parliamentary Debate Championships. Recognizing the importance

of developing strong communication skills, the society has an open admissions policy, inviting students with little or no previous experience as well as those with extensive high school backgrounds to become members of one of the most successful teams at Rice. For more information on speech and debate, please go to <http://www.ruf.rice.edu/~forensic/eventinfo/>.