



# General Information for all Students

## STUDENT RESPONSIBILITY

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

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

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

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

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

### THE HONOR SYSTEM

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

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

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

### THE CODE OF STUDENT CONDUCT

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

## FACULTY GRADING GUIDELINES

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The Committee on Examinations and Standing has drawn up the following guidelines on grading. Additional information is available on pages 29–32.

- The evaluation of the student's performance in a course and a decision on the appropriate grade is the responsibility of the designated instructor or instructors in the course.
- No student should be given an extension of time or opportunities to improve a grade that are not available to all members of the class, except for verified illness or justified absence from campus. No course assignments may be due between the last day of classes and the first day of the final examination period.
- Students in independent study courses are not to be allowed an extension beyond the time when grades are due. Faculty are to submit grades at the end of the semester for such students based on work completed during the semester. The instructor directing the independent study assumes responsibility with the student for ensuring that the work undertaken is appropriate to the span of a semester and for determining the degree credit to be received.
- The basis for grading and the expectations on all written assignments or tests should be clearly explained to the class in advance, preferably in writing at the beginning of the semester. The instructor should explain clearly which assignments or homework are covered by the honor system and which are not. To prevent allegations of plagiarism on written assignments, students should be warned that all direct and indirect quotations from other sources should be properly acknowledged. The instructor should explain the extent to which the student's paper is expected to be independent of the references and clearly distinguishable from them.
- Instructors should be willing to give any student an explanation of his or her grade as consistent with the grading for the rest of the class. For this reason, the committee urges the faculty to preserve all examinations and written material not returned to students, as well as grade records, for at least the following semester so that students may, if they wish, review with their instructor the basis for the grade received.
- Instructors may not change a semester grade after the grade sheet has been submitted to the registrar, except when there is a clerical error in calculating the grade. This is a long-standing university rule of which the faculty are reminded by the registrar at the end of each semester. It is designed, in part, to protect the faculty from student pressure for grade changes. All other grade changes, including retroactive change to *withdrawal* or *incomplete*, must be approved by the Committee on Examinations and Standing on the basis of a written petition from the student and on information from the instructor.
- There is no university requirement that a final examination be given in a course. It is university policy that final examinations that cover more than the material since the last examination, that are the only exam in the course, or that are comprehensive of the entire course may be given only during the final examination period. Such examinations may not, for example, be labeled "tests" and administered during the last week of classes. Final examinations normally are of 3-hour duration. Faculty who, under exceptional circumstances, wish to give longer examinations may do so only if the exam is scheduled as take-home. Under no circumstances may final exams exceed 5 hours.

- First-year students receive mid-semester grades around the 8th week of the fall and spring semesters so that they can, if advisable, enroll in tutoring or drop a class for which they may not be prepared. Faculty who teach first-year students in any of their classes will be asked to submit grades of standing for these students during the 7th week of the semester and should schedule the grading of tests, quizzes, or homework assignments accordingly. These grades are not recorded on the student's transcript nor calculated in the grade point average, but they are important indicators for students and their faculty advisors.
- Departments using teaching associates, adjunct professors, or visiting faculty of any kind should make sure these teachers are familiar with Rice grading procedures. A regular faculty member who is well-versed in the grading guidelines should be assigned to assist such instructors.

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

## STUDENT HEALTH, COUNSELING SERVICES, AND THE WELLNESS CENTER

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### STUDENT HEALTH FEE

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

### STUDENT HEALTH SERVICE

Student Health Service, an outpatient primary care clinic, is located in the Rich Health and Wellness Center in the former Brown College Commons. The clinic is staffed by primary care physicians, nurses, and ancillary support staff.

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

Care at the clinic is arranged through appointment at 713-348-4966. In serious emergencies, students should call the Rice University Police Department at 713-348-6000.

The clinic is open full time from the first day of Orientation Week until the day before commencement. It is closed during Thanksgiving and the Christmas break. The clinic also is open for reduced hours during the summer months.

The Student Health Service provides the following:

- Primary care for illness and injury with referrals to specialists when needed
- Maintenance of health records for all students

- Immunizations and other preventive services
- General information for all students
- Contraceptive counseling and routine Pap smears
- Allergy shots (students must provide serum after a specialist allergy workup)
- Physical examinations (e.g., for employment, transfer to another school, or scholarship expeditions)

**Confidentiality**—The Student Health Service physician–patient relationship is a confidential one. Medical records will be released only on receipt of written authorization from the student or as required by law or when the patient poses a significant risk to herself or himself or another person.

**Health Insurance**—All Rice students must have health insurance of their choice and must enter details of their health insurance online at <http://studenthealthinsurance.rice.edu> by August 15. Failure to do so will result in automatic billing for insurance. Students may purchase insurance through the university, as described online. Dependent coverage also is available. For questions about the Rice student health insurance plan, students should contact the Rice Counseling Center at [rucc@rice.edu](mailto:rucc@rice.edu). Rice’s group coverage for 2006–07 is effective at 12:01 AM on August 15, 2006, and will terminate at 12:01 AM on August 15, 2007.

## RICE COUNSELING CENTER

Rice Counseling Center, in 301A Lovett Hall, addresses students’ psychological needs with various programs and services. The center is open year-round except for scheduled holidays and occasional all-day staff retreats. Office hours for counseling and consultations are 8:30 AM to noon and 1:00 PM to 5:00 PM, Monday through Friday. Students can make appointments by calling 713-348-4867 or by visiting the center. There are no costs for Counseling Center services.

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

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

The Rice Counseling Center provides the following services:

- Initial assessment
- Short-term individual and couples counseling
- Group therapy and support groups
- Medication consultations with the center’s consulting psychiatrist for students in counseling at the center
- Other consultations (e.g., how to make a referral or how to respond to a friend in distress)
- Educational programming (e.g., various presentations on mental health issues)

- Crisis intervention on a walk-in emergency basis during regular office hours; students may call 713-348-4867 for assistance with emergencies after hours or on weekends

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

**Students with Disabilities**—Because students who have physical limitations may find it difficult to reach the Rice Counseling Center's 3rd floor location in Lovett Hall, staff will arrange to see those students in a more accessible location on campus. Students should call the center to make these arrangements.

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

## THE WELLNESS CENTER

The Wellness Center is located in the Rich Health and Wellness Center. The center works with Student Health Services and the Rice Counseling Center to encourage and reinforce behaviors in students that promote a higher quality of health and well-being. Key target areas include prevention of substance abuse and misuse, unplanned pregnancies and sexually transmitted diseases, sexual assault and harassment, promotion of good nutrition and a healthy body image, disease prevention, management of time and stress to decrease depression, and improvement in the overall wellness of students. The Wellness Center offers educational material and programs, web-based information, audio-visual and print materials, many free health supplies, and free, confidential consultations and referrals for students. Nutritional counseling, massage therapy, and acupuncture also are available in the center. There are fees for some services. Call 713-348-5194 for an appointment.

## DISABILITY SUPPORT SERVICES

Located in the Ley Student Center, Disability Support Services coordinates campus services for individuals with documented disabilities. For academic accommodations, adaptive equipment, or disability-related housing needs, the Disability Support Services Office is the campus resource for all students with disabilities. Information is maintained on scholarships, internships, and other programs specific to students with disabilities. For more information, see the Disability Support Services website at <http://www.dss.rice.edu>. Students can schedule an appointment with the director of Disability Support Services by calling 713-348-5841.

**Section 504/ADA Coordinator**—The director of affirmative action serves as the Section 504/ADA coordinator at Rice University. Concerns or complaints relative to disability issues should be directed to the Office of Affirmative Action, 224 Herman Brown Hall, 713-348-4930.