



**Information for
Undergraduate Students**

INTRODUCTION

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 11 U.S. Southern states.

Rice grants 2 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. The BS degree is offered 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 also are 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 5th 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

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 4 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 and not under investigation

To satisfy the English composition requirement, students must pass an English composition examination. 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 different noncredit courses in LPAP. Students with disabilities may make special arrangements to satisfy this requirement.

In order to earn a 2nd 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 2 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*. Courses taken outside of Rice and transferred in can be used to satisfy distribution requirements, assuming they are on the list of approved and designated distribution courses at the time they were taken. Completed courses taken prior to matriculation are subject to the list of designated distribution courses at the time of matriculation.

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 that address the problems, methodologies, and substance of different disciplines in the social sciences. The second are departmental courses that draw on at least 2 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 2 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.

In addition to meeting the degree requirements for all bachelor's degrees, to qualify for the Bachelor of Arts, students in all fields except architecture must complete at least 60 hours in course work outside the major, and 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, earth science, ecology and evolutionary biology, 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), CIVIL ENGINEERING (BSCE), COMPUTER SCIENCE (BSCS), ELECTRICAL ENGINEERING (BSEE), MATERIALS SCIENCE (BSMS), MECHANICAL ENGINEERING (BSME), AND BIOEN- GINEERING (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 civil engineering, electrical 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, mechanical 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
- Mechanical engineering—132 hours total
- Computer science majors—a total of at least 128 hours

OTHER BACHELOR'S DEGREES

The professional Bachelor of Architecture (BArch) degree requires a 5th year of study and a 1-year preceptorship. The Bachelor of Music (BMus) degree requires advanced courses in aural skills in addition to the core music curriculum.

UNDERGRADUATE MAJORS

To receive a bachelor's degree, a student must complete the requirements for at least one major. Rice offers majors in many fields. Within some majors, students have the choice of a particular area of concentration. Students also may choose to fulfill the requirements for more than one major; such majors do not necessarily need to be in related fields. More detailed information on the departmental majors described below may be found in the Undergraduate Degree chart (pages 18–21), in the section “Departments and Interdisciplinary Programs” or by contacting the department. The process for declaring majors appears in the section Declaring Departmental Majors on page 24.

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 majors in bioengineering, chemical engineering, civil engineering, computational and applied mathematics, computer science, electrical and computer engineering, environmental engineering sciences, mechanical engineering, materials science and engineering, and statistics. 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, history, kinesiology, 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 5 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, earth science, mathematics, and physics. Students also may 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 sciences majors include science, engineering, and humanities courses, while the managerial studies major incorporates course work in the schools of engineering and management.

UNDERGRADUATE DEGREE CHART

School Department	Undergraduate Degrees Offered	Additional Options or Areas of Concentration (within majors)
SCHOOL OF ARCHITECTURE		
Architecture	BA, BArch	BA majors in architecture and in architectural studies
GEORGE R. BROWN SCHOOL OF ENGINEERING		
Bioengineering	BSB	Areas of concentration in cellular and molecular engineering, biomedical instrumentation, imaging, optics, and biomaterials and biomechanics
Chemical and Biomolecular Engineering	BA, BSChE	Focus areas in bioengineering, environmental science and engineering, materials science and engineering, and computational engineering
Civil and Environmental Engineering	BA, BS	BA degree in civil engineering and environmental engineering sciences BS with focus areas in environmental engineering, hydrology and water resources, structural engineering and mechanics, and urban infrastructure and management
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 computer engineering; systems: control, communications, and signal processing; and quantum electronics and photonics
Mechanical Engineering and Materials Science	BA, BSME, BSMS	Areas of concentration in aerospace, computational mechanics, fluid mechanics and thermal science, solid mechanics and materials, and system dynamics and control

Statistics	BA	Areas of concentration include applied and theoretical statistics, statistical computing, large data sets, bioinformatics/biostatistics, environmental statistics and finance
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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	American and British literature and culture 1300–present
French Studies	BA	
German and Slavic Studies	BA	German and German cultural studies
Hispanic Studies	BA	Spanish and Latin American literature and Spanish linguistics
History	BA	
Kinesiology	BA	Areas of concentration in health 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	Ethics, history of philosophy, metaphysics, philosophy of mind, philosophy of biology
Religious Studies	BA	Areas of concentration in specific religious traditions and/or methodology
Visual and Dramatic Arts	BA	Studio and theatre arts

JESSE H. JONES GRADUATE SCHOOL OF MANAGEMENT

Management	Undergraduate business minor	
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SHEPHERD SCHOOL OF MUSIC

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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WIESS SCHOOL OF NATURAL SCIENCE

Biochemistry and Cell Biology	BA, BS	Part of an integrated biosciences curriculum. Degree programs include BA and BS in biochemistry and cell biology and a BA in the biological sciences
Chemistry	BA, BS	Chemical physics major offered jointly with the Department of Physics and Astronomy and resulting in a BS degree
Earth Science	BA, BS	Major tracks in geology, geophysics, geochemistry, and environmental earth science.
Ecology and Evolutionary Biology	BA, BS	Part of an integrated biosciences curriculum

Mathematics	BA	300-level courses oriented toward problem solving and applications and 400-level courses 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	Areas of concentration in cognitive psychology, industrial/organizational psychology, and human factors/human-computer interaction
Sociology	BA	Theory, methods, and major substantive areas of the field, including major social institutions and social processes

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 24)
Ancient Mediterranean Civilizations	BA	Anthropology, classical studies, Greek, Hebrew, Latin, history, history of art, linguistics, philosophy, and religious studies
Asian Studies	BA	Anthropology, Chinese, English, Hindi, history, history of art, humanities, Japanese, Korean, linguistics, political science, religious studies, sociology, Tibetan
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
Environmental Sciences	BA	Core science classes and interdepartmental environmental electives in social sciences, economics, humanities, architecture, natural sciences, and engineering
Managerial Studies	BA	Accounting, economics, political science, 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 policy and management, international affairs, law and justice, business policy and management, and urban and social change
Study of Women, Gender, and Sexuality	BA	Anthropology, art history, English, French studies, German, Spanish, history, humanities, economics, linguistics, music, psychology, philosophy, religious studies, and sociology

TEACHER CERTIFICATION

Students in the teacher certification 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, physics/mathematics, 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, EXCHANGE, AND WORK ABROAD PROGRAMS

Rice University provides students the opportunity to embark on a cultural learning experience by offering a variety of destinations and program options worldwide. Students can choose to study abroad with one of more than 500 affiliated programs. Some affiliates specialize in intensive language instruction, some in field research opportunities, and others in facilitating direct enrollment at universities around the world. More than 12 direct exchange programs with internationally renowned universities allow Rice students to act as ambassadors abroad while providing the opportunity for a student from the host institution to study at Rice. Work programs allow students to travel to another country and work during or after their time at Rice. Experiences range from casual jobs to professional internships.

Each year, more than 250 undergraduates from across the disciplines study abroad and then apply the transfer credit toward their degrees. The study abroad advisors, in cooperation with the faculty advisors in each department, assist students in identifying the best programs for their individual interests and academic needs. To assure proper enrollment, transfer of credits and financial aid, students planning to study abroad must make their arrangements through the Rice Office 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 Rice Office of International Programs (first floor, Ley Student Center) or online at abroad.rice.edu.

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 Office of the Dean of Undergraduates.

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 1st Registration/Add/Drop PIN for each semester is valid from the registration period through the end of the 2nd week of classes. The 2nd Registration/Add/Drop PIN for each semester is valid from the beginning of the 3rd 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 also is 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 2nd week in August and for the spring semester by the end of the 1st week in January. Any student not registered as of the last day to add classes or any student who is in arrears or becomes in arrears after the last day to add classes will be withdrawn from the university by default. Withdrawn students may not be allowed to receive credit for the withdrawn semester.

Appeals to this policy must be addressed to the dean of undergraduates. If readmitted, students must petition the Committee on Examinations and Standing to add classes late and must pay a late registration fee of \$120. Additionally, students who are readmitted after being withdrawn for nonpayment will be assessed a \$300 readmission fee.

Drop/Add—During the first 2 weeks of the semester, students may add or drop courses without penalty. After the 2nd 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 3rd or 4th week of classes (a \$10 fee will be assessed)
- May not add courses after the 4th 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 \$50 fee will be assessed for courses dropped between week 4 and week 14*)

All other students:

- Must obtain instructor's permission and have a valid Registration/Add/Drop PIN to add a course in the 3rd or 4th week of classes (a \$10 fee will be assessed)

- May not add courses after the 4th week of classes, except with the approval of the Committee on Examinations and Standing (a \$50 fee will be assessed)
- May drop courses after the 4th week up to the end of the 10th week of classes with a valid Registration/Add/Drop PIN required (a \$10 fee will be assessed for courses dropped between week 4 and week 10*)
- May not drop courses after the end of the 10th 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, otherwise known as part of term courses, 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
- The add/drop deadline for these part of term courses will be posted on the registrar's website.

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

**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 Office of the Dean of Undergraduates before registering for courses, if they want to:

- Register for or add to 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 also should 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.

REPEATED COURSES

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 term and cumulative grade point average calculations. In most cases, if students repeat courses previously passed, credit is awarded only once. For example, a student took HIST 117 and received a grade of B. The student repeated HIST 117 and received a grade of A. Both grades—the A and B—appear on the transcript and are included in his/her GPA; however, he/she only receives 3 credits toward his/her degree. On the transcript, a repeated course is indicated by one of the following values:

I—Included in GPA and earned hours

A—Included in GPA, but excluded from earned hours

E—Excluded from both GPA and earned hours

Some Rice University courses may be repeated for credit. They are specifically noted in the *Course Offerings* each semester. If a course may be repeated for

credit, each grade appears on the permanent record and is included in the grade point average.

If students repeat courses for which they have received either advanced placement or transfer credit, credit will not be counted. Nor can credit be received twice for students transferring courses that repeat previous enrollment at Rice.

Students may not receive credit twice for cross-listed, equivalent, or graduate/undergraduate equivalency courses taken at the same time. If the course is not repeatable, students may not receive credit for cross-listed, equivalent, or graduate/undergraduate equivalency courses taken in different semesters.

DECLARING DEPARTMENTAL MAJORS

Students declare their major via the Declaration of Major form. The department chair or designee must sign the form acknowledging the declaration. 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, however, may 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 during the spring of their sophomore year. They will not be permitted to register for the fall semester of their junior year without having declared a major. The major declaration deadline is listed in the Academic Calendar each year.

Students are free to declare a major at any time before this deadline and always are free to change their major by completing the appropriate form. 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 title of the major is noted on the student's transcript, and a faculty advisor in the major department is assigned. Students and their advisors should regularly review progress toward 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 major, students should consult the departmental listings and seek the advice of the faculty member who is the designated major advisor. It is the responsibility of the student to meet regularly with their advisors 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 2 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 the Office of Academic Advising and with faculty advisors 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 advisors. Any change in the proposed requirements needs the approval of both the faculty advisors and the Committee on the Undergraduate Curriculum.

Students may not propose an area major if they are within 3 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 4-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* 4-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 2nd 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 4-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 also should contain an outline from the chair or undergraduate advisor 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 4-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 2 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 4-year bachelor's degree in a different major from Rice must:

- 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 4 fall and/or spring semesters

Interested students should apply for admission through the Office of Admission. See 43 for details on application requirements for Second Degree Students.

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 4-year bachelor's program. This means that housing probably will probably not be available.

HONORS PROGRAMS

To enroll in the 2-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 advisor to guide their research. The project concludes in an honors thesis, which the advisor 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. 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 Rice Office 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. Grades earned for transfer credit are not entered on the Rice transcript, and transferred courses have no effect on a student's Rice grade point average. After matriculation at Rice, students are limited to 14 semester hours of summer school transfer credit. 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. All transferable credits from quarter-system schools will be converted to semester hours. In accordance with university guidelines and based on the external transcript, the Office of the Registrar will determine appropriate transferable credit hours and whether the credits are upper-level or lower-level.

For transfer work completed prior to matriculation, the Office of the Registrar, in conjunction with the academic departments, determines whether courses are appropriate for transfer to Rice as Rice equivalent courses or as TRAN, general elective hours. TRAN will be indicated as either upper- or lower-level and will count toward the total hours needed for graduation and for required upper-level credit if the TRAN credit is designated by the Office of the Registrar as upper-level. 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 course is then listed on the student's transcript and satisfies the university and major requirements the Rice course satisfies.

Continuing students who plan to transfer courses are strongly advised to seek prior approval. Without such approval, students cannot be certain transfer will be accepted at Rice. To receive Rice equivalent credit, students are required to complete the appropriate form and secure approval from the designated transfer credit advisor in the department offering the Rice equivalent course. Unless approval is secured before or after completing the transfer credit, students can expect transferable courses to be granted TRAN. Transfer credit will be evaluated only 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 the Rice Office of International Programs before transfer credit may be granted. Students may appeal to the Rice Office of International Programs to have credit granted from nonapproved study abroad programs. Such appeals generally should be justified by 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 the Rice Office of International Programs.

Students with much transfer credit should be aware of the general graduation requirements (pages 14-17): students must complete at least 60 semester hours at Rice, complete more than half of their upper-level degree work and complete 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 during the semester. As a matter of course, students should inform their instructors in advance of absences resulting from participation

in university-sponsored activities, and faculty normally will give a reasonable opportunity to make up work missed on such occasions.

No nonacademic university-sponsored event at which student attendance is required may be scheduled or rescheduled for any date after the day following the last day of classes. Exceptions may be granted by a quorum of the Committee on Examinations and Standing only for events where scheduling is not under the control of the university. On the class days falling during the last calendar week of classes, an individual student may participate in only one university-sponsored event, which may be scheduled or rescheduled, so long as no more than one night would be spent outside of Houston for travel. For events during the last week of classes, the reading period, and the final examination period, a quorum of the Committee on Examinations and Standing must be satisfied that each student is in satisfactory academic standing to participate in an event. If a quorum of the Committee on Examinations and Standing cannot meet in a timely fashion, then the executive committee of the Faculty Senate will handle exception requests.

Absences for activities other than university-sponsored events may 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

The decision to give a final exam as a required part of the course rests with the instructor. All tests and examinations are conducted under the honor system. No examinations or other course assignments may be due between the last day of classes and the first day of the final examination period.

Examinations are considered final examinations when they:

- Cover more than the material learned since the last exam, 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.

All class periods will be assigned a final examination time by the Office of the Registrar. Instructors may choose to use that time for a scheduled final. If they choose this option, the registrar will assign a room, and the final exam will be administered in that room at the designated time. Instructors may choose instead to give a take-home exam or no exam at all. Some instructors assign end-of-term projects or papers rather than final examinations. With regard to due dates, final papers or projects will be treated the same as take-home exams.

Take home exams should be available to the students as soon as possible after the end of classes, but must be available no later than the end of the next business day after classes have ended. Take home exams may be no longer than 5 hours in length. The due date of take-home exams may be no earlier than the end of the examination time assigned to that class by the registrar. Instructors may specify due dates later than this time but not later than the end of the last day of the examination period.

No student should be given an extension of time or opportunity to improve a grade that is not available to all members of the class, except for verified illness or justified absence from campus. However, students cannot be required

to take more than two scheduled exams in two consecutive calendar days. Students also cannot be required to complete more than two take-home and/or scheduled final exams on the same calendar day (unless this is the last day of the examination period). In both instances, if the student wishes to make alternative arrangements and is unable to work out such arrangements with the instructor(s) involved, the instructor of the third and any subsequent exams will be required to allow the student to reschedule that exam.

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

The Pass/Fail Option—Undergraduates may register for courses on a pass/fail basis. 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 5-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 with the grade earned during the final degree audit
- 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 Office of the Registrar. The deadline is by the end of the 2th 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 in their GPA. Students who take a course during the Rice summer session as pass/fail also should be aware that this counts toward their allowable total of 4 courses.

Grade Symbols—Instructors are required to report a grade for all students 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**. For auditing students, instructors report either the **AUD** or the **NC** grade symbol, the **AUD** if the student met the audit requirements of the class, or the **NC** if they have not.

Students successfully completing a course pass/fail receive a **P**, and failure to complete the course successfully is indicated by an **F**. A **P** does not affect the grade point average. Completion of the English composition requirement is denoted by a grade of **E**.

Satisfactory/unsatisfactory courses are those that do not use traditional grading procedures. Such courses or labs are designated by the instructor and are, in most cases, graduate level courses. Students successfully completing a course satisfactory/fail receive an **S**; failure to complete the course successfully is indicated by an **F**. While an **S** does not affect the grade point average, an **F** does.

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:

AUD (“Audit”)—This designation is only used for people auditing the course, and specifically where the auditing student has met the audit requirements of the course. There is no credit associated with an **AUD** grade designation.

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 5th week of the next semester, or an earlier date as defined by the instructor. 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 deadline. Loss or lateness because of mail service is not an acceptable excuse for failing to meet academic deadlines. A student who receives 2 or more “incompletes” in a semester may not enroll in the next semester for more than 14 semester hours. Students also should 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 Office of 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 1st week of the spring semester or by the end of the 4th week after Commencement, whichever is applicable. Students should be aware that they may be placed 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 5 weeks of the semester will receive a final grade of “W” for each course in which they were enrolled at the time of withdrawal. 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 Office of the Registrar.

Students who officially withdraw from the university before the last 5 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 receives approval from the Committee on Examinations and Standing to drop a course 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 1st 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.

NC (“No Credit”)—This designation signals that no credit was granted for the course. It is used in situations where a person auditing a course has not met the audit requirements of the course. The “No Credit” designation also is used in various honor council or judicial situations where a student is required to forfeit credit for a course.

Grade Points—To compute grade point average, letter grades are assigned numeric values as follows:

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

Grade Point Average Calculation—For each course, the credit hours attempted and the points for the grade earned are multiplied. The points 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 the top 30 percent of undergraduates receive recognition each semester. While undergraduates enrolled in a 4-year bachelor's degree program always are eligible for the President's Honor Roll, students enrolled in 5-year bachelor's or master's programs are eligible only during their 1st 8 semesters.

University (Latin) Honors—Unlike the President's Honor Roll, which recognizes academic excellence achieved over a single semester, eligibility for the three categories of Latin Honors (*summa cum laude*, *magna cum laude*, and *cum laude*) are based on the cumulative grade point average for all undergraduate work at Rice. Recipients are determined by the following procedure: At the end of the spring semester and after receipt of all grades, the grade point average within the highest 5 percent of the year's graduating class is recommended for the *summa cum laude* honor. The grade point average included within the next highest 10 percent is used to determine those eligible to graduate with the *magna cum laude* honor. Finally, the grade point average included within the next 15 percent is used to determine those students eligible to graduate with the *cum laude* honor. Thus, approximately 30 percent of each graduating class receives Latin Honors on graduation.

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 other disciplinary matters) 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 earn grades that will place them on academic probation a 3rd time, or
- They have a grade point average for the semester that is less than 1.00 (exceptions are made for students completing their 1st 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 1st suspension period is normally 1 semester; the 2nd suspension period is at least 2 semesters. Students are not readmitted after a 3rd suspension.

Students who are going to be suspended for academic performance are notified by the registrar after all final grades have been received and posted to their record. Suspension is lifted the 1st 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.

Students facing a 1st or 2nd academic suspension who verify with the registrar and their department that they will complete their degree requirements in 1 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.

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 Office of the Dean of Undergraduates, 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 2 supporting letters from persons for whom the student has worked during the suspension period as a student or an employee. The petition also must 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.

Although it may do so at its discretion, the Office of the Registrar 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.

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 or code of conduct reasons. Students who are on disciplinary suspension, under investigation for disciplinary violations, or who have disciplinary proceedings pending against them (including for an honor system or code of conduct violation) may not receive their degree even if they have met all academic requirements for graduation. Students who are suspended 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 up to 1 week. Any tuition refund will be prorated from the official date of suspension, which is determined by the registrar. While on disciplinary suspension or probation, students may not run for, or hold, any elective or appointed office in any official Rice organization, nor may they serve as Orientation Week advisors once they return to the university following a suspension. 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.

Students seeking readmission after leaving the university because of **disciplinary actions (including honor system or code of conduct actions) or other nonacademic action** should submit a petition in writing for review by the assistant dean of Student Judicial Programs.

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 Office of the Dean of Undergraduates, 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 may be considered for readmission after they submit a written application to the Office of the Dean of Undergraduates. The petition, received no later than July 1 for the fall semester, and December 1 for the spring semester, should include an academic plan approved by the Office of Academic Advising and two letters of support. If students withdraw within 5 weeks of the last day of classes, they must submit the written application to the dean of undergraduates who, at his discretion, will submit it to the Committee on Examinations and Standing. If students withdraw within 5 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 dean of undergraduates, 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 condition that 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 no later than June 1 for the fall semester and November 1 for the spring semester after medical or involuntary withdrawal to the Office of the Dean of Undergraduates. This petition must include documentation of treatment provided and students must have an interview with the director of the Rice Counseling Center or Student Health Services or their designees. The petition also must include an academic plan approved by the Office of Academic Advising.

Students who withdraw for psychological reasons within the last 5 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. In order to

be considered for readmission, students must submit a petition no later than July 1 for the fall semester and December 1 for the spring semester to the Committee on Examinations and Standing, in care of the Office of the Dean of Undergraduates, for readmission.

Leave of Absence—Students may request a leave of absence from the university by applying in writing to the Office of the Dean of Undergraduates at any time before the 1st day of classes in the semester for which they are requesting leave. A leave of absence taken after the 1st day of classes is considered a voluntary withdrawal.

To gain readmission following an approved leave of absence of not more than 4 semesters, students must notify the Office of the Dean of Undergraduates at least 1 month before the beginning of the semester that they intend to end their leave. The student also must include an academic plan approved by the Office of Academic Advising. After a leave of more than four semesters, students must submit a written application to the Committee on Examinations and Standing no later than July 1 for the fall semester and December 1 for the spring semester. The petition should include an academic plan approved by the Office of Academic Advising and two letters of support.

Approval of a leave of absence always is 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 Office of the Dean of Undergraduates.

Completing Graduation Requirements Elsewhere—Students planning to complete and transfer in remaining courses from another institution must first secure formal written approval from the Dean of Undergraduates. Transfer credit is subject to all Rice's transfer credit policies. All other graduation requirements apply, and the student is expected to adhere to all requirements and deadlines.

APPLICABLE ACADEMIC GRADUATION REQUIREMENTS

Students enrolled in 4- (or 5-) 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 7 (or 8) years after their initial registration, students 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 7 (or 8) 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 *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 REGISTRATION

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 4 weeks of the semester. Students can request exceptions to these deadlines by petitioning the Committee on Examinations and Standing.

TRANSCRIPT POLICIES

Official transcripts are issued only at the request of the student. Official transcript requests should be made at least 5 working days before the desired date of issue. A \$5 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 in 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 information that is a) personally identifiable and b) a part of the educational record. However, certain exceptions to this general rule, both in types of information that 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 and mobile number(s), campus email address(es), and instant messenger address(es)
2. Date, place of birth, and gender
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 2nd 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. Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by Rice University to comply with the requirements of FERPA. For more information regarding FERPA, please visit the U.S. Department of Education's website.

For complete information regarding Rice's policy on student education records, please contact:

Rice University Registrar
 Rice University
 Office of the Registrar—MS 57
 6100 Main Street
 Houston, TX 77005-1892
 Email: registrar@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 Veterans Administration (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 2 months before the date of entry. Such time is required to expedite the processing of paperwork for educational allowances from the VA.

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 the Office of Veterans Affairs.

For additional informational regarding other veterans educational programs, contact the Office of the Registrar at 713-348-4999 or registrar@rice.edu.

APPLICATION FOR GRADUATION

All students must complete and submit in a timely manner 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

Rice Summer School for College Students, administered by the Susanne M. Glasscock School of Continuing Studies, offers courses for credit to Rice students, visiting undergraduates, graduate students, and Class III students (see pages 75–76). Two summer sessions are offered: in May and in June–July. See Academic Calendar, pages vii–xiii. Taking 6 to 8 semester hours in 1 session is considered a full load. Interested students should complete the application form found on the summer school website at 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 and a completed Dean of Students Recommendation form (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 in the form of private educational loans 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 email at scsummer@rice.edu, or online at gscs.rice.edu/summercredit/.

ADMISSION OF NEW STUDENTS

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*, p. 17, third rev. ed. 2006). 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, of keen intellect and diverse backgrounds who not only show potential for success at Rice, but also 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, motivation, 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 experiences, 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, intercultural 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 college 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 6 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, students are able to move freely among most divisions after consultation with their advisors. Music students must pursue the music program for at least the 1st 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 4 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 (the SAT or the ACT with the writing test and 2 SAT Subject Tests).

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 (precalculus) or other advanced mathematics courses and both chemistry and physics.

Students may substitute a 2nd 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 in high school, 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. College-level courses that appear on the high school transcript will not 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.
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 1 teacher. The necessary forms are included in the Common Application at www.commonapp.org.

The Application—Rice is an exclusive user of the Common Application. The application and the Rice Supplement provide 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. *The application fee is \$60.* 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 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 or the ACT with the writing test and 2 SAT Subject Tests are required for admission. All applicants must submit two SAT Subject Tests in fields related to the candidate's proposed division 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. Off-campus interviews are conducted throughout the United States and abroad by Rice alumni. The Committee on Admissions makes no distinction between on-campus and off-campus interviews. Please consult the university website, 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 on-campus interview with a faculty member from the School of Architecture is strongly recommended.

DECISION PLANS

Early Decision Plan—Early Decision is a binding decision plan designed for students who have selected Rice as their 1st choice. Students may initiate applications to other colleges under nonbinding plans but must withdraw those applications if admitted to Rice.

Early Decision applicants must complete the required standardized testing prior to or by the November testing dates in their senior year. All other materials should be submitted by November 1. Admission notices will be mailed by mid December. The committee will admit, defer, or deny Early Decision applicants. Deferred applicants are considered with the Regular Decision pool.

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 \$300 nonrefundable deposit by January 2. An additional \$100 housing deposit is required of those desiring on-campus accommodations.

Those accepted under Early Decision who demonstrate financial aid eligibility will receive a financial aid package in the admission packet. To apply for need-based aid, Early Decision applicants must submit the College Scholarship Service Profile and the student and parent 2006 income tax and W-2 forms by November 15, 2007. Register for the CSS PROFILE at www.collegeboard.com. Students will complete the PROFILE online. The PROFILE number for Rice is 6609.

Regular Decision Plan—Students who apply Regular Decision must submit their materials by January 2 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 December of their senior year of high school.

Regular Decision applicants who are offered admission should submit a \$300 enrollment deposit by May 1 to reserve their places in the incoming class. Those who desire a room on campus must pay an additional \$100 deposit. After May 1, deposits are not refundable.

ACCELERATED STUDENTS

Rice University will accept applications from students who are completing high school in less than 4 years. It is important to note that these students will compete with other candidates who will be completing 4 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 1 Teacher Evaluation and a School Report from all applicants. Either the School Report or the Teacher Evaluation must be from someone not related to the student.

TRANSFER STUDENTS

Students with superior records from 2-year or 4-year colleges or universities may apply as transfer candidates. Applicants for transfer admission must file the following with the Office of Admission:

- The Transfer Common Application and the Rice Supplement
- 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 or ACT scores
- A \$60 application fee

Applications with the appropriate documents must be submitted 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 or ACT must be taken by March 15 for fall application and October 15 for spring application. The SAT Subject Tests are not required.

International transfer students are eligible to apply to the fall semester only.

Students for whom the \$60 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 4 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/ INTERNATIONAL CERTIFICATE PROGRAMS

Advanced Placement—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 the corresponding Rice course(s).

International Baccalaureate—Students who complete the International Baccalaureate diploma and receive a score of 6 or 7 on a higher-level IB exam will receive course credit for the corresponding Rice course(s).

International Certificate Programs—Students who have completed various international certificate programs may receive course credit for corresponding Rice courses; however, each student's documentation will be reviewed individually and on a case-by-case basis. The General Certificate of Education A-Level (United Kingdom), the Abitur (Germany), and the Baccalaureate (France) are eligible for review.

OTHER STUDENTS

Please note that financial assistance is not available for visiting, Class III, 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 \$60 application fee, an official high school transcript, an official transcript of college work to date, an 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 submitted 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 1 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 and Postdoctoral 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 significantly different from their first degree. The application, a \$60 application fee, official transcripts of all undergraduate and graduate work, a final high school transcript, 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 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 applications are available on the admission Web site.

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 2nd 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 courses as dual enrollment students. This enrollment is restricted to a maximum of 2 courses per semester per student. The written application, application fee of \$60,

high school transcript, a teacher and a counselor recommendation from the applicant's high school, and an SAT 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. Dual Enrollment applications are available on the admission Web site.

Tuition for new students is \$1,184 per semester hour plus a \$125 nonrefundable registration fee. Tuition for returning dual enrollment students would be the rate (plus increases) at which they first took dual enrollment courses at Rice. These charges are for the 2007–08 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 1 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. The audited course will appear on the student's transcript with the designation AUD. Currently enrolled students may audit courses without charge. Rice alumni are charged a fee of \$315 per course per semester. All others are charged \$620 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 4th week of the semester.

TUITION, FEES, AND EXPENSES

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 first-year and mid-August for all others, and the spring semester due date is the 1st week of January. The following costs apply to undergraduates in the 2007–08 school year:

Tuition	Annual	Semester	Hour²
Entering 1st-year and transfer students	\$28,400	\$14,200	\$1,184
Students matriculating in 2006–2007	27,930	13,965	1,164
Students matriculating in 2005–2006	25,930	12,965	1,081
Students matriculating in 2004–2005	24,270	12,135	1,012
Students matriculating in 2003–2004 ¹	21,500	10,750	896

¹ Tuition indexed for 5 years from year of matriculation

² By special permission only

Required Fees	Fall	Spring	Annual
Student activities ³	\$ 45.65	\$ 45.65	\$ 91.30
Health services	207.00	207.00	414.00
Total fees	\$252.65	\$252.65	\$505.30

³ 5th-year students in professional degree programs and students working toward a 2nd bachelor's degree pay a reduced student activities fee of \$6.85 per semester, which covers the Student Association, Student Organizations Activity, University Court, and Honor Council portions of the activity fee.

Orientation Week Fees	Fall
O-Week Room and Board–Freshman	\$250.00
O-Week Activity Fee–Freshman	195.00

Room and Board	Annual	Semester
Room	\$6,750	\$3,375
Board	3,500	1,750

Telecommunication	144	72
Off-Campus Board–Plan–'05	1,380	690
Off-Campus Board–Plan–'06	1,020	510

Any undergraduate who matriculated prior to fall 2003 and 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 5 years. After 5 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 2 weeks of the semester are not charged tuition or fees for that semester. Students who withdraw during the 3rd 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 9th 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 Subsidized and Unsubsidized loans, Federal PLUS Loans, 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 2nd week of classes in a semester, fees or special charges (see page 45) 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 \$300 enrollment deposit they paid as incoming students.

Students who receive approval to enroll with a course load of fewer than 12 hours and do so within the first 2 weeks of the semester will be charged at the per hour rate plus a part-time registration fee. There are no refunds for part-time enrollment after the first 2 weeks of the semester.

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 dean of undergraduates. Exceptions are granted by the dean of undergraduates only under extraordinary circumstances.

LIVING EXPENSES

Residence fees cover dining hall costs and residence maintenance. They are established each year as needs dictate. For 2007–08, the annual room and board charge for residence in a residential college is \$10,250. This charge includes the room and all the meals eaten during the year.

Housing—About 71 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 the Dean of Undergraduates, and information on off-campus

housing is available from 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 \$100 deposit before May 1. These nonrefundable deposits are applied to the following semester's room and board charges.

Board—Meals are served cafeteria-style. The colleges provide 3 meals per day Monday through Friday, continental breakfast and brunch on Saturday, and lunch and dinner on Sunday. Meals are not served during the Thanksgiving holiday, at the midyear break, or over the spring midterm recess. More information is available from the residential dining website (food.rice.edu).

Payments and Refunds—Students may pay their residence fee in installments. The exact amounts and due dates appear on the statement mailed from the Cashier's Office. 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 22–23).

Preceptorship per semester	\$230
Internship per semester	230
Study abroad fee per semester	250
Late payment penalty	140
Undergraduate application fee.	60
Part-time registration fee.	125
Orientation Week room and board (coordinators)	180
Late registration fee 1	70
Late registration fee 2	120
Deferred payment plan late fee	35
College withdrawal: suspension	100
College withdrawal: breaking of lease	700
Diploma fee: sheepskin.	115
Diploma fee: parchment	40
Diploma fee: facsimile.	15
Diploma mailing fee: domestic	30
Diploma mailing fee: air mail	35
Transcript fee	5
Replacement ID	10
Readmission fee after withdrawal for nonpayment.	300

HEALTH INSURANCE

All Rice students must have health insurance. Students may purchase insurance for the 2007–08 school year through the university program developed for Rice students at a yearly premium of \$2,193. Coverage is effective from 12:01 AM, August 15, 2007, until 12:01 AM, August 15, 2008. Dependent coverage also is available. A description of the policy, application form, and waiver form can be found on the Web at studenthealthinsurance.rice.edu. Students 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 \$230 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

Students in arrears on their financial obligation to Rice as of the last day to add courses for any semester may be withdrawn. 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 withdrawn 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. The charge of \$5 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 also are 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 its website at 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). The FAFSA school code for Rice is 003604. Student and parent income tax document, including W-2 forms, are required to be submitted to The College Board using Institutional Documentation (IDOC) Service.

The university determines need for continuing students by having them complete the FAFSA and the PROFILE; continuing students also submit student and parent income tax and W-2 forms to The College Board.

“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 after 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 March 1
- Free Application for Federal Student Aid (FAFSA), priority date March 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
- CSS PROFILE, 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 CSS PROFILE, file the FAFSA, and submit parent and student tax documents 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 Scholarships—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.
- **Private Education Loans**—These nonfederal loans are available to students attending school on at least a half-time basis. Eligibility is not based on financial need. These are credit-based loans and may require a co-signer.

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 www.ruf.rice.edu/~fina/.

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 4 installments. 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 private educational loans.

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 8 semesters, the student may apply for federal/state/private aid for an additional 2 semesters. (Architecture students may apply for Rice sponsored aid for 2 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 toward the number of semesters aid is available.

LOAN COUNSELING

Students who are recipients of federal student loans will be required to complete online loan entrance counseling before funds will be credited to student accounts. Students also will be required to complete online exit counseling at the completion of a program of study at Rice. Failure to complete online loan exit counseling will result in a transcript hold.

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 was enrolled for only 1 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 1 semester of financial aid probation may submit an appeal in writing to Student Financial Services for a 2nd term of financial aid probation. If during that 2nd 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 1 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

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)

Chi Epsilon—the Civil Engineering Honor Society. It serves to recognize students of high scholarship, character, practicality, and sociability. Students are inducted into the society once or twice annually and are selected from the pool of upper division level civil engineering students. (Rice chapter: 1995)

UNDERGRADUATE STUDENT LIFE

RESIDENTIAL COLLEGES

All undergraduate students at Rice, whether they live on campus or not, are members of 1 of 9 residential colleges. All colleges are coeducational.

Each college has faculty masters who live in a house next to the college. Reporting to the dean of undergraduates, 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 advisors 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 also may 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 225 students from all classes and all academic disciplines.

At present, Rice has room in its on-campus residential colleges for about 71 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 46.

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 dean of undergraduates 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, 2 vice presidents, the secretary, the treasurer, the 9 college presidents, and 9 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 dean of undergraduates. 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 2 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, 7 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 4 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 www.ruf.rice.edu/~forensic/eventinfo/.