

# General Information for all Students



## STUDENT RESPONSIBILITY

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

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

Rice utilizes e-mail as an official form of communication and sends correspondence to a student's Rice e-mail address. Students should frequently check and maintain their Rice e-mail inbox. Failure to do so does not relieve students of the responsibility to act or respond in a timely manner to official notices sent via e-mail.

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

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

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

### THE HONOR SYSTEM

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

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

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

### THE CODE OF STUDENT CONDUCT

With regard to nonacademic disciplinary matters, the assistant dean of Student Judicial Programs and the University Court—a court of student peers—enforce the Code of Student Conduct that governs the administration of student order and discipline. The Code of Student Conduct applies to all undergraduate students, transfer students, graduate students, and professional students registered at Rice University, as well as to visiting students, Class III students, second degree students, and auditors from the time they arrive on campus for orientation until they have completed their studies or degrees and physically left campus. Organizations also are subject to this code. All enrolled students also are subject to Rice University policies, rules, and regulations. The

assistant dean of Student Judicial Programs oversees the judicial system under the auspices of the Office of the Dean of Undergraduates, who has general authority over the student disciplinary system. The Code of Student Conduct and other related information and resources are located at: [students.rice.edu/students/Conduct.asp](http://students.rice.edu/students/Conduct.asp).

## FACULTY GRADING GUIDELINES

The Committee on Examinations and Standing has drawn up the following guidelines on grading. Additional information is available in Undergraduate Students section, pages 18–21. Graduate students should consult their departments/programs for additional information about grading standards.

- The evaluation of the student's performance in a course and a decision on the appropriate grade is the responsibility of the designated instructor or instructors in the course.
- No student should be given an extension of time or opportunities to improve a grade that are not available to all members of the class, except for verified illness or justified absence from campus. No course assignments may be due between the last day of classes and the first day of the final examination period.
- Students in independent study courses are not to be allowed an extension beyond the time when grades are due. Faculty are to submit grades at the end of the semester for such students based on work completed during the semester. The instructor directing the independent study assumes responsibility with the student for ensuring that the work undertaken is appropriate to the span of a semester and for determining the degree credit to be received.
- The basis for grading and the expectations on all written assignments or tests should be clearly explained to the class in advance, preferably in writing at the beginning of the semester. The instructor should explain clearly which assignments or homework are covered by the honor system and which are not. To prevent allegations of plagiarism on written assignments, students should be warned that all direct and indirect quotations from other sources should be properly acknowledged. The instructor should explain the extent to which the student's paper is expected to be independent of the references and clearly distinguishable from them.
- Instructors should be willing to give any student an explanation of his or her grade as consistent with the grading for the rest of the class. For this reason, the committee urges the faculty to preserve all examinations and written material not returned to students, as well as grade records, for at least the following semester so that students may, if they wish, review with their instructor the basis for the grade received.
- Instructors may not change a semester grade after the grade has been submitted to the Office of the Registrar, except when there is a clerical error in calculating the grade. This is a long-standing university rule of which the faculty are reminded by the Office of the Registrar at the end of each semester. It is designed, in part, to protect the faculty from student pressure for grade changes. All other grade changes, including retroactive change to *withdrawal*, *incomplete*, or *other*, must be approved by the Committee on Examinations and Standing (for undergraduates) or the Dean of Graduate and Postdoctoral Studies (for graduate students) on the basis of a written petition from the student and on information from the instructor.

- There is no university requirement that a final examination be given in a course. It is university policy that final examinations that cover more than the material since the last examination, that are the only exam in the course, or that are comprehensive of the entire course may be given only during the final examination period. Such examinations may not, for example, be labeled “tests” and administered during the last week of classes. Final examinations normally are of three-hour duration. Faculty who, under exceptional circumstances, wish to give longer examinations may do so only if the exam is scheduled as take-home. Under no circumstances may final exams exceed five hours.
- First-year undergraduate students receive mid-semester grades around the eighth week of the fall and spring semesters so that they can, if advisable, seek academic assistance or drop a class for which they may not be prepared. Faculty who teach first-year undergraduate students in any of their classes will be asked to submit grades of standing for these students during the seventh week of the semester and should schedule the grading of tests, quizzes, or homework assignments accordingly. These grades are not recorded on the student’s transcript nor calculated in the grade point average, but they are important indicators for students and their faculty advisors.
- Departments using teaching associates, adjunct professors, or visiting faculty of any kind should make sure these teachers are familiar with Rice grading procedures. A regular faculty member who is well-versed in the grading guidelines should be assigned to assist such instructors.

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

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

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### STUDENT HEALTH FEE

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

### STUDENT HEALTH SERVICES

Student Health Services, an outpatient medical clinic, is located in the Morton L. Rich Health and Wellness Center. The clinic is staffed by primary care physicians, nurses, and ancillary support staff. More information can be found at [www.rice.edu/health](http://www.rice.edu/health).

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

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

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

The Student Health Service provides the following:

- Medical care for illness and injury with referrals to specialists when needed
- Maintenance of health records for all students
- Immunizations and other preventive services
- General information for all students
- Contraceptive counseling and routine Pap smears
- Allergy shots (students must provide serum after a specialist allergy workup)
- Physical examinations

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

**Health Insurance**—All Rice students must maintain health insurance and are required to enter details of their health insurance online at [www.studenthealthinsurance.rice.edu](http://www.studenthealthinsurance.rice.edu) by August 15. Failure to do so will result in automatic billing for the Rice Student Health Insurance Plan. Students may purchase insurance through the university, as described online. Dependent coverage also is available. For questions about the Rice student health plan, students should contact the Assistant Dean for Student Health Programs at [studentinsurance@rice.edu](mailto:studentinsurance@rice.edu). Rice's group coverage for 2010–11 is effective at 12:01 a.m. on August 15, 2010, and will terminate at 12:01 a.m. on August 15, 2011.

## RICE COUNSELING CENTER

Rice Counseling Center, in 303A Lovett Hall, addresses students' psychological needs with various programs and services. The center is open year-round except for scheduled holidays and occasional all-day staff retreats. Office hours for counseling and consultations are 8:30 a.m. to noon and 1:00 p.m. to 5:00 p.m., Monday through Friday. Students can make appointments by calling 713-348-4867 or by visiting the center. There are no costs for Counseling Center services.

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

When students need prolonged or specialized counseling or treatment, counselors refer them to an outside provider. The students, or their health insurance, must pick up these costs. All students who have paid the Health Service Fee are eligible for initial assessment sessions, consultations, crisis intervention,

and educational programming. Individual or group counseling may also be available, if appropriate.

Students who have worked with a mental health professional prior to enrolling at Rice are encouraged to make contact with the Rice Counseling Center prior to coming to Rice. This will allow the student to make arrangements for a continued care plan. This plan may involve working with the Rice Counseling Center or working with the center to find a suitable off-campus provider.

The Rice Counseling Center provides the following services:

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

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

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

## THE WELLNESS CENTER

The Wellness Center is located in the Barbara and David Gibbs Recreation and Wellness Center. The center works with Student Health Services and the Rice Counseling Center to encourage and reinforce behaviors in students that promote a higher quality of health and well-being. Key target areas include prevention of substance abuse and misuse, unplanned pregnancies and sexually transmitted diseases, sexual assault and harassment, promotion of good nutrition and a healthy body image, cold and flu prevention, management of time and stress, and improvement in the overall well-being of students. The Wellness Center offers educational material and programs, Web-based information, audio-visual and print materials, many free health supplies, and free confidential consultations and referrals for students. Nutritional counseling, message therapy, and acupuncture also are available in the center. There are fees for some services. Call 713-348-5194 for an appointment or visit us online at [wellness.rice.edu](http://wellness.rice.edu).

## DISABILITY SUPPORT SERVICES

Located on the first floor of Allen Center, Disability Support Services coordinates campus services for individuals with documented disabilities. For academic

accommodations, adaptive equipment, or disability-related housing needs, Disability Support Services is the campus resource for all students with disabilities. Information is maintained on scholarships, internships, and other programs specific to students with disabilities. For more information, see the Disability Support Services website at [www.dss.rice.edu](http://www.dss.rice.edu). Students can schedule an appointment with the director of Disability Support Services by calling 713-348-5841.

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

## NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of, and limit access to, student education records. The law affords students the following rights with respect to their education records: (1) the right to inspect and review the student's education records within 45 days from the day Rice University receives a request for access; (2) the right to seek amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA; (3) the right to provide written consent to disclosures of personally identifiable information (as defined by law) contained in the student's education records, except to the extent FERPA authorizes disclosure without consent; and (4) the 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. The name and address of the federal office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. S.W., Washington, DC 20202-8520.

A student should make written request to any offices that maintain student education records, identifying the record(s) the student wishes to inspect. Though not exhaustive, as a guide for students, this is a list of offices that maintain student education records: Admission Office, Office of the Registrar, Office of the Assistant Dean of Student Judicial Programs, Office of the Dean of Undergraduates, Office of Graduate and Postdoctoral Studies, Office of Financial Aid, Center for Student Professional Development, Office of Student Activities, Office of Academic Advising, Office of International Students and Scholars, Cashier's Office, and departmental offices. The appropriate Rice official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Rice official to whom the request is submitted, that Rice official will advise the student of the correct official to whom the request should be addressed.

Any questions, problems, or written requests for amendment of records should be submitted to the Dean of Undergraduates, the Dean of Graduate and Postdoctoral Studies, or the Registrar. A student who wishes to ask Rice University to amend a record should clearly identify the part of the record the student wants changed and specify why it should be changed. If Rice University decides not to amend the record as requested, Rice University will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Rice University may disclose personally identifiable information to school officials with legitimate educational interests who require this information in order to perform instructional, supervisory, advisory, administrative, or other duties for Rice University. School officials include faculty, staff, contractors, consultants, auditors, attorneys, collection agents, Trustees, or students serving on official committees, such as disciplinary or grievance committees, or assisting another school official. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility for Rice University.

As permitted by FERPA, Rice University reserves the right to publish directory information without prior consent. Directory information consists of name, local and permanent address, telephone and mobile numbers and campus electronic mail address, instant messenger address, date and place of birth, major and minor fields of study, dates of attendance, degrees and awards received, participation in officially recognized activities and sports, weight and height of athletic team members, the most recent previous education agency or institution, and photographic image. Students who prefer this information not be released must notify the Office of the Registrar in writing, preferably before the end of the second week of fall classes; thereafter, the university will not release such information until a contrary notice or consent is received from the student.

**For more information regarding FERPA, please visit the U.S. Department of Education's website at: [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).**