



**Information for
Graduate Students**

INTRODUCTION

Since Rice opened in 1912, the university has recognized the importance of graduate study and research as a principal means of advancing knowledge. The first doctor of philosophy degree was awarded in 1918 in mathematics. Since that time, graduate study has expanded to encompass the schools of architecture, engineering, humanities, management, music, natural sciences, and social sciences, as well as interdepartmental programs. Rice now enrolls approximately 2,200 graduate students and offers advanced degrees in 31 fields of study.

Graduate programs lead to either research or professional degrees. Research programs generally require the completion of a publishable thesis that represents an original and significant contribution to the particular field of study. Research degrees include the doctor of philosophy (PhD), doctor of architecture (DArch), master of arts (MA), and master of science (MS).

Professional programs provide advanced course work in several disciplines but do not generally include independent research. These programs lead to degrees in most of the major schools, including many engineering disciplines. (See the Graduate Degree Chart and the Interdepartmental and Cooperative Programs Chart on pages 5–10 for a complete listing of degrees offered.)

All degrees conferred by the university are awarded solely in recognition of educational attainments and not as warranty of future employment or admission to other programs of higher education.

For additional information on graduate programs and requirements, please go to graduate.rice.edu.

ADMISSION TO GRADUATE STUDY

Graduate study is open to a limited number of extremely well-qualified students with a substantial background in their proposed field of study (this usually, though not always, means an undergraduate major in the field). Each department determines whether applicants have enough preparation to enter a given program, emphasizing the quality of their preparation rather than the particular academic program they completed or the credits they earned.

Admittance to a Rice University graduate-degree program, with the exception of those in the School of Music, requires a baccalaureate degree or its equivalent as determined by the Office of Graduate and Postdoctoral Studies. For the Shepherd School of Music, the equivalent to the baccalaureate degree will be determined by its graduate committee.

Applicants for admission to graduate study should either contact the appropriate department for application forms and relevant information about the program or visit the department's website for online application information. The Graduate Studies website, graduate.rice.edu, also has links to the graduate departments' websites. The Graduate Degree and Department Information Chart (pages 5–9) lists department chairs with department phone/fax numbers and email addresses. Applicants should send all application materials, including transcripts and test scores, to the admitting department.

Application Process—An application for graduate study should include the completed application form, the application fee, transcript(s), recommendations, and writing samples, if required. Some departments require scores on the aptitude portion of the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT) and an appropriate advanced test. The ETS school code for Rice is 6609; in addition, applicants should send their test scores directly to the admitting department. See individual departmental listings for specific requirement information.

To make sure scores are available when admission decisions normally are made, applicants should take the GRE by the December before the fall for which they are applying. The application deadline for the fall semester is February 1. Some departments, however, may specify an earlier deadline, and departments may occasionally consider late applications.

Admission depends on students' previous academic records, available test scores, and letters of reference from scholars under whom they have studied. Writing samples, portfolios, or statements of purpose also may be required. In general, applicants should have at least a 3.00 (B) grade point average in undergraduate work. Applicants whose native language is not English must take the TOEFL test and should score at least 90 on the iBT TOEFL or at least 600 on the paper-based TOEFL. For those students who choose to take the IELTS in lieu of TOEFL, the minimum score is 7. The TOEFL school code for Rice is 6609. The TOEFL and IELTS may be waived for an international student who has received a degree from a university in which English is the official language of communication. Departments must send a justification letter for waiving the TOEFL test requirement to the Office of International Students and Scholars.

GRADUATE DEGREES

RESEARCH DEGREES

Research degrees are offered in seven of the eight schools at Rice, with some degrees combining studies in more than one school. For general information on advanced degree work at Rice, see Requirements for Graduate Study (pages 11–13). Specific requirements for advanced research degrees in each field of study appear in the appropriate departmental pages (see Departments & Programs). Students seeking additional material should contact the appropriate department (see Graduate Degree and Department Information Chart on pages 5–9).

PhD Programs—The PhD degree is awarded for original studies in the departments listed in the Graduate Degree and Interdepartmental and Cooperative Programs Charts (page 5–10); in architecture, the equivalent degree is the DArch. Candidates receive a PhD degree after successfully completing at least 90 semester hours of advanced study and concluding an original investigation that is formalized in an approved thesis. As final evidence of preparation for this degree, the candidate must pass a public oral examination. (See also Candidacy, Oral Examinations, and the Thesis Regulations on pages 13–15.) The residency requirement for the doctorate is four semesters of full-time study at the university.

Master's Programs—The MA degree is available in the departments listed in the Graduate Degree and Interdepartmental and Cooperative Programs Charts (page 5–10), including certain scientific fields of study. The MS degree is offered in the engineering and science fields also listed in the chart. Candidates may undertake the MArch, MArch in Urban Design, and MMus degrees as research degrees by adopting the thesis option. Candidates receive a master's degree after completing at least 30 semester hours of study (including thesis hours), 24 hours of which must be taken at Rice. Master's programs require original work reported in a thesis and a public oral examination. Most students take three or four semesters to complete a master's degree (some programs may require more time). Students receiving a master's degree must be enrolled in a graduate program at Rice University for at least one semester of full-time study.

Students also may pursue a nonthesis degree in certain departments. This degree would be based on alternative departmental requirements and would include, but not be limited to, the following:

- 30 semester hours of study
- 24 semester hours must be at Rice University
- Minimum residency is one semester of full-time graduate study
- At least 15 hours of course work must be at or above the 500 level
- All courses must be in the relevant field

In certain departments, students may receive a master's degree (called an *Automatic Master's*) when they achieve candidacy for the doctoral degree. Students seeking a master's degree in this manner must submit a petition for the degree, signed by their department chair, to the Office of Graduate and Postdoctoral Studies by February 1 of the year in which the degree is to be awarded. (See also Candidacy, Oral Examinations, and the Thesis on page 13–15.)

PROFESSIONAL DEGREES

Rice University offers advanced degree programs to prepare students for positions in a number of professional fields. The professional degrees offered appear in the Graduate Degree and Interdepartmental and Cooperative Programs Charts (pages 5–10). In some departments, the professional degree also prepares the student for a doctoral-level program. All professional degrees are master's degrees with one exception: candidates earn the DMA after concluding a program of advanced music study.

Requirements for professional degrees include the successful completion of 30 semester hours or more of upper-level courses (at the 300 level or higher) with at least 24 hours taken at Rice. Minimum residency for all master's degrees is one semester of full-time study. Specific information and requirements for individual degrees appear in the Graduate Degree Chart (pages 5–9). Program information and application materials also are available from the departments (see Graduate Degree and Department Information Chart on pages 5–9). For general information on advanced degree work at Rice, see Requirements for Graduate Study (pages 11–13).

Graduate financial aid and tuition waivers are not available to professional master's students. This should be stated in the department's offer letter.

Rice undergraduate students who wish to enter a professional master's degree program should apply for admission through the normal procedures and in accordance with the normal timetables for application to such programs. While the GRE requirement may be waived in these cases, the authority for the waiver rests with the department. Departments may consider counting courses taken by the students while an undergraduate as credit toward the degree. The courses must be chosen from those that normally satisfy requirements toward the professional master's degree. No course can be used, however, simultaneously to satisfy an undergraduate and a graduate degree requirement. The department has authority to accept or reject a particular course for graduate credit. When an offer of admission is made, the department's offer letter should indicate that graduate financial aid and tuition waivers are not available to professional master's students. In addition, the department also must include in the offer letter a list of those courses taken by the student as an undergraduate that the department will accept for graduate course credit. These courses must be verified and approved by the Office of the Registrar and accepted by the department.

Admission into a professional program is granted separately from admission into a research or thesis program. Students who wish to change from a thesis program to a professional degree program must petition their department in writing. Upon recommendation of the department and approval by the dean's office, the request is sent to the Office of Graduate and Postdoctoral Studies for consideration and final approval. If approved, students who received tuition

waivers while enrolled in the thesis program will be expected to repay the tuition before their professional degrees are awarded. Professional degree programs terminate when the degree is awarded. Students who wish to continue graduate study after completing a professional program must reapply for admission into a research program.

GRADUATE DEGREE AND DEPARTMENT INFORMATION CHART

School Department and Department Chair	Graduate Degree Offered and Contact Information	Additional Options or Areas of Concentration (within majors)
SCHOOL OF ARCHITECTURE		
TBN (Dean) John J. Casbarian (Associate Dean)	MArch, MArch in Urban Design, DArch 713-348-4044 fax: 713-348-5277 arch@rice.edu 713-348-5152 www.arch.rice.edu/flash/	Architecture design, urbanism, theory, and practice
SUSANNE M. GLASSCOCK SCHOOL OF CONTINUING STUDIES		
Mary McIntire (Dean) John W. Freeman (MLS Director) Rebecca Sharp (Coordinator)	Master of Liberal Studies 713-348-4767 fax: 713-348-5213 mls@rice.edu www.mls.rice.edu	Humanities, science, and social sciences
GEORGE R. BROWN SCHOOL OF ENGINEERING		
Bioengineering Jennifer West	MBE, MS, PhD 713-348-5869 fax: 713-348-5877 bioeng@rice.edu bioe.rice.edu	Biomedical imaging and diagnostics, cellular and biomolecular engineering, computational and theoretical bioengineering, drug delivery and biomaterials, supramolecular biophysics and bioengineering, tissue engineering and biomechanics, and metabolic engineering.
Chemical and Biomolecular Engineering Kyriacos Zygourakis	MChE, MS, PhD 713-348-4902 fax: 713-348-5478 www.rice.edu/chbe chbe@rice.edu	Catalysis and nanotechnology, thermodynamics and phase equilibria, interfacial phenomena, colloids, microemulsions, rheology and fluid mechanics, biosystems engineering, biocatalysis and metabolic engineering, cell population heterogeneity and biological pattern formation, cellular and tissue engineering, energy and sustainability, gas hydrates, enhanced oil recovery, reservoir characterization, and pollution control
Civil and Environmental Engineering Pedro Alvarez	MCEE, MS, PhD 713-348-4949 fax: 713-348-5268 cee@rice.edu www.cee.rice.edu	Civil engineering: sustainable urban infrastructure, structural dynamics and control, structures and mechanics, reinforced and prestressed concrete, geotechnical engineering, computational and computer-aided engineering, probability and random vibrations, reliability of systems, and solid mechanics Environmental engineering: environmental biotechnology, environmental nanotechnology, chemistry, toxicology, hazardous waste remediation; surface and groundwater hydrology; water and wastewater treatment; urban and regional air quality; water resources engineering; and numerical modeling
Computational and Applied Mathematics Matthias Heinkenschloss	MCAM, MA, PhD 713-348-4805 fax: 713-348-5318 caam@caam.rice.edu www.caam.rice.edu	Numerical analysis, operations research, and differential equations; additional program in computational science and engineering (see Interdepartmental and Cooperative Programs)

Computer Science Joe Warren	MCS, MS, PhD 713-348-4834 fax: 713-348-5930 comp@rice.edu www.cs.rice.edu	Algorithms and complexity, artificial intelligence and robotics, bioinformatics, compilers, distributed and parallel computation, graphics and visualization, operating systems, and programming languages
Electrical and Computer Engineering Behnaam Aazhang	MEE, MS, PhD 713-348-4020 fax: 713-348-5686 ece@ece.rice.edu www.ece.rice.edu	Bioengineering: bioengineering (general) and laser/ biomedical technologies. Computer Engineering: automated nanoscale design (RAND), computer architecture. Computer Systems: architecture, design, control design for sub-100mm and nano-electronic technologies; high performance application specific systems, and mobile and embedded systems. Photonics and nanoengineering: nanophotonics/nanospectroscopy, molecular electronics, biophotonics, ultrafast optics and optoelectronics, semiconductor optics and devices, fiber optics and optical communications, and condensed matter physics/materials science. Systems: communications systems, dynamical systems and computation, networks, signal and image processing, and neural networks/pattern recognition
Mechanical Engineering and Materials Science Enrique V. Barrera	MME, MMS, MS, PhD 713-348-4906 fax: 713-348-5423 mems@rice.edu www.mems.rice.edu	Mechanical engineering: mechanics, computational mechanics, stochastic mechanics, fluid dynamics, heat transfer, dynamics and control, robotics, biomedical systems, and aerospace sciences. Materials science: nanotechnology, metals physics, statistical mechanics, metallic solid thermodynamics, materials chemistry, aspects of composites, coatings and thin films, and interface science
Statistics Katherine B. Ensor	MStat, MA, PhD 713-348-6032 fax: 713-348-5476 stat@stat.rice.edu statistics.rice.edu	Applied probability, Bayesian methods, bioinformatics, biomathematics, biostatistics, data analysis, data mining, density estimation, epidemiology, environmental statistics, financial statistics, image processing, model building, nonparametric function estimation, quality control, risk management, spatial temporal statistics, statistical computing, statistical genetics, statistical visualization, stochastic processes, and time series analysis
SCHOOL OF HUMANITIES		
Art History Diane Wolfthal	PhD 713-348-4276, fax: 713-348-4039 arthist@rice.edu www.arthistory.rice.edu	Art of the Americas, Europe, Africa, and Asia, from antiquity to the present
English Helena Michie	PhD 713-348-4840, fax: 713-348-5991 englgrad@rice.edu www.english.rice.edu	British and American literature and literary theory
French Studies José Aranda	MA, PhD 713-348-4851, fax: 713-348-5951 fren@rice.edu www.ruf.rice.edu/~fren/	French literature, language, and culture

Hispanic Studies José Aranda	Our MA program is currently suspended. No applications are being accepted at this time. 713-348-5451, fax: 713-348-4863 span@rice.edu www.hispanicstudies.rice.edu	Spanish and Latin American literature and Spanish linguistics
History Martin J. Wiener	MA, PhD 713-348-4947, fax: 713-348-5207 hist@rice.edu history.rice.edu	U.S., European, and other areas of history
Linguistics Nancy Niedzielski	MA, PhD 713-348-6010, fax: 713-348-4718 ling@ruf.rice.edu www.linguistics.rice.edu/	Anthropological, applied, cognitive, field, functional or discourse, and English, German, or Romance linguistics; second language acquisition; language typology and universals, sociolinguistics, phonetics, phonology, and speech technology
Philosophy Steven Crowell	MA, PhD 713-348-4994, fax: 713-348-5847 philos@rice.edu www.philosophy.rice.edu	Specialization in medical ethics, value theory, and history of philosophy
Religious Studies William Parsons, Interim	PhD 713-348-2238, fax: 713-348-5486 reli@rice.edu www.reli.rice.edu/	African religions, African-American religions, the Bible and beyond, Buddhism, contemplative studies, Islam, Jewish thought and philosophy, modern Christianity in thought and popular culture, GEM (gnosticism, esotericism, mysticism), and psychology of religion

JESSE H. JONES GRADUATE SCHOOL OF MANAGEMENT

William H. Glick (Dean) Jeff Fleming (Associate Dean of Academic Affairs) Sean Ferguson (Assistant Dean of Degree Programs) D. Brent Smith (Associate Dean of Executive Education)	MBA MBA/Master of Engineering MBA/MD (with Baylor College of Medicine) MBA for Executives MBA for Professionals PhD 713-348-6147 ricemba@rice.edu www.jonesgm.rice.edu/ Rice University Executive Education 713-348-6060 oed@rice.edu	Concentration options: accounting, energy, entrepreneurship, finance, global business, marketing, management consulting, and mastering creativity and innovation
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SHEPHERD SCHOOL OF MUSIC

Robert Yekovich (Dean)	BMus/MMus, MMus, DMA 713-348-4854, fax: 713-348-5317 musi@rice.edu www.ruf.rice.edu/~musi	Composition, choral and instrumental conducting, historical musicology, performance, and music theory Composition and selected areas of performance
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WIESS SCHOOL OF NATURAL SCIENCES

Biochemistry and Cell Biology Janet Braam	MA, PhD 713-348-4015, fax: 713-348-5154 bioc@rice.edu biochem.rice.edu	Biochemistry, biophysics, developmental biology, cell biology, genetics, molecular biology, neurobiology, structure and function of nucleic acids and proteins, regulatory processes, biochemistry of lipids, enzymology, NMR and crystallography, cellular regulation, oxygen and electron transport, molecular genetics of plants, animals, fungi, bacteria, and bacteriophage
Chemistry Seichi P. T. Matsuda	MA, PhD 713-348-6158, fax: 713-348-5155 chem@rice.edu www.chem.rice.edu	Organic chemistry, inorganic chemistry, physical chemistry, nanotechnology, biological chemistry, theoretical and computational chemistry, materials chemistry, bio-organic chemistry, and bio-inorganic chemistry
Earth Science Alan Levander	MS, PhD 713-348-4880, fax: 713-348-5214 geol@rice.edu www.earthscience.rice.edu/	Marine geology and geophysics; sedimentology, stratigraphy, paleoceanography, paleoclimatology, and evolution of continental margins and carbonate platforms; tectonics, nanotectonics, neotectonics, tectonophysics, geodynamics, mantle processes, planetology, and space geodesy; remote sensing, potential fields, reflection and lithospheric seismology, global seismology, wave propagation and inverse theory; kinetics of fluid-solid interactions, low T aqueous geochemistry, volcanology, petrology, and high T geochemistry, hydrogeology, sediment deformation, carbon cycling, climate change, terrestrial-biosphere interactions, igneous processes, and planetary differentiation
Ecology and Evolutionary Biology Evan Siemann	MA, MS, PhD 713-348-4919, fax: 713-348-5232 eeb@rice.edu www.eeb.rice.edu	Ecology, plant and insect communities, populations, diversity, mutualisms, invasive species, evolution, quantitative genetics, mate choice, speciation, molecular evolution, adaptive evolution, behavioral ecology, sociobiology, genomics, and microbial evolution
Mathematics Brendan Hassett	MA, PhD 713-348-4829, fax: 713-348-5231 math@rice.edu www.math.rice.edu	Differential and algebraic geometry, partial differential equations, probability and combinatorics, real analysis, complex variables, geometric and algebraic topology, mathematical physics, dynamics, and ergodic theory
Physics and Astronomy F. Barry Dunning	MST, MS, PhD 713-348-4938, fax: 713-348-4150 physics@rice.edu www.physics.rice.edu	Atomic, molecular, and optical physics; biophysics; nuclear and particle physics; condensed matter physics; nanoscale physics; surface physics; space plasma physics; solar physics; astronomy, high-energy astrophysics; and theoretical physics

SCHOOL OF SOCIAL SCIENCES

Anthropology Eugenia Georges	MA, PhD 713-348-4847, fax: 713-348-5455 anth@rice.edu www.ruf.rice.edu/~anth/	Archaeology, anthropological linguistics, social/cultural anthropology, theory, history, and global change
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Economics Mahmoud El-Gamal	MA, PhD 713-348-2289 econ@rice.edu www.ruf.rice.edu/~econ/	Econometrics, economic theory, industrial organization and regulation, international trade and finance, labor, macroeconomics/monetary theory, and public finance and development
Political Science Mark P. Jones	MA, PhD 713-348-4842 poli@rice.edu politicalscience.rice.edu	American politics, comparative politics, and international relations
Psychology TBN	MA, PhD 713-348-4856, fax: 713-348-5221 psyc@rice.edu www.ruf.rice.edu/~psyc/	Cognitive-experimental psychology and industrial-organizational/social psychology, with tracks in engineering psychology, human-computer interaction, and neuropsychology

EDUCATION CERTIFICATION

Meredith Skura	MAT 713-348-4826, fax: 713-348-5459 educ@rice.edu www.education.rice.edu/	Secondary education
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INTERDEPARTMENTAL AND COOPERATIVE PROGRAMS

Opportunities for graduate study are available in a number of interdisciplinary areas. The advanced degree programs listed in the Interdepartmental and Cooperative Programs Chart (below) are administered by the participating Rice departments. They represent fields of study in rapidly developing areas of science and engineering or those areas subject to multiple investigations and interests. Rice also has established ties with other Houston universities and the Texas Medical Center to enable graduate students to receive training in computational biology research, to earn separate degrees simultaneously, or to focus their doctoral study on the specialized field of medical ethics.

INTERDEPARTMENTAL AND COOPERATIVE PROGRAMS CHART

Program	Degrees Offered	Departments/Areas of Concentration
INTERDEPARTMENTAL PROGRAMS		
Applied Physics	Master's, PhD	Departments of physics and astronomy, chemistry, electrical and computer engineering, mechanical engineering and materials sciences, bioengineering, and chemical and biomolecular engineering; sciences that underlie important new and emerging technologies. Contact: Rice Quantum Institute, 713-348-6356 or yck2@rice.edu
Computational Science and Engineering	MA, PhD	Modern computational techniques and use of powerful, new computers in research, development, and design involving the following departments: computational and applied mathematics, biochemistry and cell biology, earth sciences, computer science, chemical and biomolecular engineering, electrical and computer engineering, civil and environmental engineering, and statistics. Contact: 713-348-4657 or caam@caam.rice.edu

Education Certification	MAT	Secondary teaching certification, in grades 8–12, in conjunction with BA in major field. Subjects include art, English, French, German, health science, history, Latin, life science, mathematics, physical education, physical science, physics/mathematics, science, social studies, and Spanish
Environmental Analysis and Decision Making	MS	Departments of computational and applied mathematics, statistics, civil and environmental engineering, chemistry, earth science, ecology and evolutionary biology, mechanical engineering and materials science, chemical and biomolecular engineering, sociology, and electrical and computer engineering. Contact Professional Master's Program: 713-348-3188 or profms@rice.edu
Master of Liberal Studies	MLS	Susanne M. Glasscock School of Continuing Studies/Humanities, Sciences, and Social Sciences. Contact: 713-348-4767 or mls@rice.edu
Materials Science and Engineering	MS, PhD	Departments of chemistry, electrical and computer engineering, mechanical engineering and materials science, chemical and biomolecular engineering, and physics and astronomy. Contact: 713-348-4906 or mems@rice.edu
Nanoscale Physics	MS	Departments of physics and astronomy, electrical and computer engineering, and chemistry. Contact Professional Master's Program: 713-348-3188 or profms@rice.edu
Study of Women, Gender, and Sexuality	Graduate Certificate	Departments in anthropology, English, French, history, linguistics, philosophy, psychology, religious studies, and sociology
Subsurface Geoscience	MS	Departments in earth science, chemistry, and statistics. Contact Professional Master's Program: 713-348-3188 or profms@rice.edu

COOPERATIVE PROGRAMS

Joint Program in Computational Biology	Training opportunities for PhD students	Research in a lab setting, seminars, and workshops and access to advanced resources of W.M. Keck Center for Computational Biology (fellowships available); with Baylor College of Medicine, the University of Texas Health Science Center, Houston, MD Anderson Cancer Center, the University of Texas Medical Branch, and the University of Houston. Contact: 713-348-4752 or bioc@rice.edu
Joint Programs with Medical Colleges	MD/PhD, MD/MA, MD/MS	Combined MD and advanced research degree for research careers in medicine; with Baylor College of Medicine, and the University of Texas Health Science Center. Contact: 713-348-5869 or bioeng@rice.edu

ACADEMIC REGULATIONS

FINAL EXAMINATION IN GRADUATE COURSES

Graduate courses, especially those with significant undergraduate student enrollment, should follow the guidelines for undergraduate courses (see Undergraduate Students section, page 17) regarding scheduling of projects, papers, and finals during the last weeks of classes, reading periods, and final exam periods. However, instructors have the discretion to modify those guidelines as appropriate for their specific courses. Such modifications and the final schedule must be made clear at the beginning of the semester.

REQUIREMENTS FOR GRADUATE STUDY

Graduate students must meet the following minimums, deadlines, and course or grade requirements to graduate in good standing from the university. Some departments may have stricter policies and/or requirements.

Residency—Master's students must complete at least one full fall or spring semester in full-time study in a graduate program at Rice University. PhD students must complete at least four full fall and/or spring semesters in full-time study at Rice University.

Full-time Study—Semester course load for full-time students is nine hours or more as required by specific departments. Graduate programs at Rice generally require full-time study. Students wishing to enroll for less than full time or wishing to drop below full time during the semester must receive written permission from their academic department, and that written approval must be forwarded to the Office of Graduate and Postdoctoral Studies.

Part-time Study—Admission of part-time students requires departmental permission, and students must register for at least three hours in a semester. All time-to-degree requirements apply to part-time students. In order for students to receive the part-time tuition rate, they must receive verification of part-time approval from the Office of the Registrar's Office by the end of the second week of classes.

Time to Degree—PhD students are required to complete their program, including thesis defense, within 10 years of initial enrollment in the degree program. All master's students are required to complete their program, including thesis defense, within five years of initial enrollment. In both cases, students have a limit of six additional months from the date of defense to submit their theses to the Office of Graduate and Postdoctoral Studies. These time boundaries include any period in which the student was not enrolled or enrolled part time, for whatever reason. Failure to meet any university time to degree deadline may result in the student not being able to continue in their degree program.

Time to Candidacy—PhD students must be approved for candidacy before the beginning of the ninth semester of their enrollment at Rice. Master's students must be approved for candidacy before the beginning of the fifth semester of their enrollment at Rice.

Time to Defense—PhD students must defend their theses before the end of the 16th semester of their enrollment at Rice. Master's students must defend their theses before the end of the eighth semester of their enrollment at Rice.

Time to Thesis Submission—After candidates successfully pass the oral examination in defense of the thesis, they must submit two signed copies

of the thesis to the Office of Graduate and Postdoctoral Studies no later than six months from the date of the examination.

Minimum Hours—Students must register for at least three hours in a semester.

Course Registration—Students may register for courses of study and drop or add courses only with the approval of their advisor or the department chair.

Deadlines—Students must observe all deadlines listed in the Academic Calendar.

Grades—To graduate, students must achieve at least a B- (2.67) grade point average in courses counted toward the graduate degree. Some programs and departments have more stringent standards. To compute grade point averages, the credits attempted in semester hours for each course and the points for the grade earned (from A+ = 4.33 to F = 0.00) are multiplied, then the products (one for each course) are added together, and the sum is divided by the total credits attempted. See also Dismissal (pages 16–17).

Pass/Fail—All students, except Class III students, may take course(s) Pass/Fail outside their department. They must file a course as Pass/Fail no later than the end of the 10th week of classes; however, they may later convert a Pass/Fail to a graded course by filing the appropriate paperwork with the Office of the Registrar. Students should be aware that while a grade of P does not affect their Grade Point Average, a grade of F does.

Satisfactory/Unsatisfactory—Some departments may assign a grade of S or U. Students should be aware that while a grade of S or U does not affect their Grade Point Average, no credit will be awarded if a grade of U is received. Courses with a grade of S will count towards total credits earned. Class III students cannot take courses on a satisfactory/unsatisfactory grading basis.

Audit—The grade designation of AUD is used for people auditing a course, and specifically when the auditing student has met the audit requirements of the course. A grade designation of NC is given to students who do not meet the audit requirements. Request to audit a class or to change from audit to credit or vice versa must be done by the end of the second week of the semester.

Departmental Duties—In most research degree programs, students must undertake a limited amount of teaching or perform other services as part of their training. Assigned duties should not entail more than 10 hours per week, averaged over the semester, or extend over more than eight semesters.

Research and Scholarly Activities—Research and other scholarly activities of all students must be compliant with Rice University policies. It is recommended that students familiarize themselves with these policies before embarking on research or other scholarly activities. Particularly pertinent to students are policy 324–00 (Research Misconduct), policy 326–98 (Human Health and Safety in the Performance of Research), policy 333 (Patent and Software Policies), and policy 334 (Copyright Policy).

Employment—Students receiving a stipend may accept employment only with the approval of their home academic department. Students working for more than 20 hours per week are not normally eligible for full-time status.

Continuous Enrollment—Students must maintain continuous program involvement and enrollment unless granted an official leave of absence. See Leaves or Withdrawals (pages 15–16) for more information.

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

- May not add courses after the second week of classes, except in extenuating circumstances and with the approval of the Office of Graduate and Postdoctoral Studies (a \$75 penalty fee per course will be assessed). The student's request to add a course first must be supported and approved by the student's advisor along with the course instructor and then forwarded to the Dean of Graduate and Postdoctoral Studies for consideration.
- May drop courses through the seventh week without penalty.
- May not drop courses after the end of the seventh week of classes, except in extenuating circumstances and with the final approval of the Office of Graduate and Postdoctoral Studies (a \$75 penalty fee per course will be assessed). The student's request to drop a course first must be supported and approved by the student's advisor, the course instructor, and the appropriate department chair. Afterwards, it should be forwarded to the Dean of Graduate and Postdoctoral Studies for consideration. Students who receive approval to drop a course after the designated drop deadline will receive a grade of "W" for that course.

Graduate students that drop a class after the second week should keep in mind that there is no refund of tuition, assuming the student continues to be enrolled in at least one other class.

CANDIDACY, ORAL EXAMINATIONS, AND THE THESIS

Approval of Candidacy—Candidacy marks a midpoint in the course of graduate education. Achieving candidacy for the PhD signals that a graduate student has: (a) completed required course work, (b) passed required exams to demonstrate his/her comprehensive grasp of the subject area, (c) demonstrated the ability for clear oral and written communication, and (d) shown the ability to carry on scholarly work in his/her subject area. Requirements for achieving candidacy for the thesis master's degree are determined at the departmental level. Students enrolled in research degree programs submit their petitions for candidacy for a master's or doctoral degree through the department chair to the dean of graduate and postdoctoral studies. In the petition sent to the dean, the department chair identifies the student's thesis director, recommends a thesis committee, certifies that the applicant has fulfilled the departmental requirements, and provides a course transcript as evidence that work completed within the department is of high quality. Students in nonthesis master's programs, including professional master's programs, must submit a certification of nonthesis master's through their department chair to the Office of Graduate and Postdoctoral Studies.

Students must file their applications for approval of PhD and MA/MS candidacy in the Office of Graduate and Postdoctoral Studies on or before November 1 for January conferral and on or before February 1 for May conferral. Students may take the final oral examination in defense of their thesis only after the dean of graduate and postdoctoral studies approves their candidacy. PhD students must be approved for candidacy before the beginning of the ninth semester of their enrollment at Rice. Master's students must be approved for candidacy before the beginning of the fifth semester of their enrollment at Rice.

Thesis Committee—The thesis committee administers the oral examination for the student's thesis defense and has final approval/disapproval authority and responsibility for the written thesis.

A thesis committee is composed of at least three members. Two, including the committee chair, must be members of the student's department faculty; in doctoral

thesis committees one member must have his or her primary appointment in another department within the university. At least three members of the committee must meet one of the following requirements:

- Tenured or tenure-track members of the Rice faculty
- Research faculty holding the rank of faculty fellow, senior faculty fellow, or distinguished faculty fellow
- Faculty who have been certified as thesis committee members by the dean of graduate and postdoctoral studies

The composition of the thesis committee must always meet the guidelines mentioned above.

The committee chair need not be the thesis director. The chair, however, must be either a tenured or tenure-track member of the major department or a research faculty member of the major department. Additional members of the committee, who may or may not meet the above criteria, may be selected with the approval of the department chair. These would be in addition to the three required members.

Candidates are responsible for keeping the members of their committee informed about the nature and progress of their research. They also must establish a schedule for thesis completion and review. The members of the committee, in turn, should review the thesis in a timely manner, approving a preliminary form of the thesis before scheduling the oral examination.

Announcement of Thesis Defense—Oral examinations for the doctoral degree must be announced at least two weeks in advance. Oral examination announcements are to be submitted to the Office of Graduate and Postdoctoral Studies by entering the information into the Graduate Students Thesis Defense Announcement form at events.rice.edu/rgs/index.cfm. An automatically generated email will be sent to the Office of Research and Graduate Studies.

Oral examinations for the master's degree must be announced at least one week in advance in the same manner as the doctoral defense.

Oral Examination in Defense of Thesis—The public oral defense of a thesis is intended to be an examination of a completed body of work and should be scheduled only when the dissertation is essentially completed. At least one copy of the thesis must be available in the departmental office not less than two calendar weeks prior to the date of the oral defense. The length of the oral examination and the subject matter on which the candidate is questioned are left to the judgment of the committee. The defense should be scheduled by the student after consultation with the thesis advisor, who agrees that the thesis is completed and ready to be defended. All members of the thesis committee must be present for the oral defense. A candidate must be enrolled in the semester in which his or her oral examination is held. Students who defend during the summer must enroll in the summer session of classes. For the purpose of the oral defense only, enrollment in a semester is considered valid through the Friday of the first week of class of the following semester. Students passing the oral examination on or before the end of the first week of classes of any semester do not have to register for that or any subsequent semester even though they may be continuing to make minor revisions to the final copy of their thesis.

Should a candidate fail, the committee chair may schedule a second examination. Students who fail a second time must withdraw from the university.

Students must send a copy of their approval of candidacy form, signed by the thesis committee signifying successful defense of the thesis, to the Office of Graduate and Postdoctoral Studies within one week after the oral examination.

The original approval of candidacy form must be turned in when the thesis is submitted.

No later than six months from the date of the examination, candidates who successfully passed the oral examination in defense of the thesis must submit two signed copies of the thesis to the Office of Graduate and Postdoctoral Studies. If the thesis is not ready for final signature by the end of the six-month period, the “pass” will be revoked and an additional oral defense will need to be scheduled. Applications for an extension without reexamination must be made by the candidate with the unanimous support of the thesis committee, endorsed by the school dean, and approved by the Office of Graduate and Postdoctoral Studies. Extensions of this six-month period for completion without reexamination will be granted only in rare circumstances.

PhD students must defend their theses before the end of the 16th semester of their residency at Rice. Master’s students must defend their theses before the end of the eighth semester of their residency at Rice.

Thesis Regulations and Procedures—The thesis is the principal record of a student’s work for an advanced degree. It is permanently preserved in the library. Instructions for thesis submission and guidelines for thesis formatting are provided by the Office of Graduate and Postdoctoral Studies at the time of approval of candidacy. Additional copies of these instructions are available from the graduate studies office and can also be accessed on the Rice website at: graduate.rice.edu/grad/policies/thesis.

Students must have the original signatures of their thesis committee on two title pages of their dissertation. Students submitting a dissertation for the PhD, DArch, or DMA must fill out a Survey of Earned Doctorates form. All students submitting theses, whether for master’s or doctoral degrees, must complete a University Microfilms International (UMI) contract. Students must pay their fees for microfilming and binding their theses to the cashier before submitting the two copies to the Office of Graduate and Postdoctoral Studies for approval. Students have six months from the date of their defense to submit their thesis. However, in order to qualify for a given commencement, they must meet the submission deadline for that commencement per the Academic Calendar.

LEAVES OR WITHDRAWALS

Leave of Absence—A leave of absence is granted only by the Office of Graduate and Postdoctoral Studies on the recommendation of the department chair and only to graduate students in good standing with the university. Students must obtain approval for a leave before the academic semester in question. These requests, approved by the department, must be received in the Office of Graduate and Postdoctoral Studies prior to the first day of classes.

Leaves are not granted after students register for courses or after the registration period passes. Normally, students may take a leave of absence for no more than two consecutive semesters. The semesters that a student is on leave do not count against the time to candidacy or the time to defense. They do, however, count against the time to degree. Students must pay a reinstatement fee of \$100 on their return from an official leave.

Short-Term Medical and Parental Leave—If a graduate student cannot fulfill the duties of his or her appointment due to a medical emergency or the adoption or birth of a child, enrollment and stipend support may be continued for up to six weeks or until the appointment expires (whichever occurs first). Complete guidelines for obtaining a short term or parental leave are available at: graduate.rice.edu/Grad/Policies/med-mat-leave.cfm.

Withdrawal and Readmission—Students who wish to withdraw from Rice during the semester, for any reason, are to notify the chair of their academic department in writing (see Refund of Tuition and Fees, Undergraduate Students section, pages 36–37). Failure to register for any period without a leave of absence granted by the Office of Graduate and Postdoctoral Studies constitutes a de facto withdrawal.

The university may insist on a student's involuntary withdrawal if, in the judgment of the dean of graduate and postdoctoral studies, the student

- Poses a threat to the lives or safety of him/herself or other members of the Rice community
- Has a medical or psychological problem that cannot be properly treated in the university setting
- Has a medical condition or demonstrates behavior that seriously interferes with the education of other members of the Rice community

Students who later wish to resume study, whether after voluntary or involuntary withdrawal, must reapply to the university. Readmission requires the recommendation of the department chair and the approval of the dean of graduate and postdoctoral studies. Accepted students must pay a readmission fee of \$325.

Students who withdraw for medical reasons must meet certain conditions when applying for readmission. They must submit a written petition for readmission to the Office of Graduate and Postdoctoral Studies at least one month before the start of the semester in which they wish to resume their work at Rice. They also must provide evidence from a health professional that they have resolved the problems leading to their withdrawal. Some cases may require an interview with the director of the Rice Counseling Center, the director of Student Health Services, or their designees.

Nonenrollment—Students may not do degree work at Rice or work involving Rice faculty or facilities during any period of nonenrollment, except during the period following successful oral defense prior to submission of the final thesis.

PROBATIONARY STATUS

Graduate students whose cumulative grade point average or the average for the most recently completed semester (including the summer semester) falls below 2.33 are placed on probationary status; many departments may have more stringent standards. Although graduate programs may notify students in writing, probationary status applies whether or not a student has been notified. The period of probation extends to the end of the next semester in which the student is enrolled. Once students are placed on probationary status, they have one semester to improve their grades. If the next semester again results in probationary status, this results in dismissal. Students will be notified of their dismissal once final grades have been received and posted to their records.

DISMISSAL

The two most common grounds for dismissal of a graduate student from a graduate program are (1) inadequate academic progress, or (2) a disciplinary violation resulting in University sanction.

As noted above, a second consecutive semester of probationary status leads to automatic dismissal. In addition, students who are not making adequate academic progress, as assessed by their graduate program or by the Office of Graduate and Postdoctoral Studies, may be dismissed. For example, students may be dismissed, without warning, for failing to pass certain departmental

or university requirements, such as failing to advance to candidacy within the required time limit. In other situations, when a student is judged not to be making adequate academic progress or in other unusual circumstances, s/he must be warned in writing of the possibility of dismissal and given clear information about what must be done within a specified time period to alleviate the problem. These expectations must be reasonable and consistent with expectations held for all students similarly situated in the program. If the student does not meet the stated requirements within the time frame specified, s/he may be dismissed by the graduate program. The program will notify in writing both the student and the Office of Graduate and Postdoctoral Studies. A dismissal that takes effect during a semester must be approved by the Dean of Graduate and Postdoctoral Studies. Students may petition for a dismissal to be withdrawn as described under Petitions and Appeals. Any tuition refund will be prorated from the official date of dismissal, which is determined by the Office of the Registrar.

NON-ACADEMIC DISCIPLINE

The Code of Student Conduct applies to all Rice students and applies to conduct both on and off campus. The assistant dean of student judicial programs may sanction students, including placing students on probation or suspension or expelling students, for violating the Code of Student Conduct (or the Honor Code, where applicable to graduate students) or for other non-academic disciplinary reasons. Students on disciplinary suspension of this type (including for an Honor Code violation) may not receive their degree even if they have met all academic requirements for graduation. Students on disciplinary suspension must leave the university within 48 hours of being informed of the suspension decision, though in cases of unusual hardship, the assistant dean of student judicial programs may extend the deadline to one week. Any tuition refund will be prorated from the official date of suspension, which is determined by the Office of 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. Participation in student activities on and off campus and use of Rice facilities are limited to enrolled students. Students seeking admission after leaving the university because of a sanction imposed by the assistant dean should submit a petition in writing for review by the assistant dean.

PETITIONS AND APPEALS

Graduate students may petition for exceptions to academic requirements, regulations, and judgments. Petitions should be handled at the lowest appropriate level. A petition regarding a departmental or school requirement, regulation, or judgment should be handled by the department or school. A petition regarding a University requirement or regulation should be submitted to the Office of Graduate and Postdoctoral Studies; that office will obtain the recommendation of the department and (when appropriate) the school and the Graduate Council with regard to such petitions.

A student is allowed only one level of appeal from a decision regarding a petition. In general, the appeal process should be resolved at the lowest level possible. When the petition is decided at a department level, the appeal should be submitted to the school. When the decision is at a school level, the appeal should be handled by the Office of Graduate and Postdoctoral Studies. When the petition is decided by the Office of Graduate and Postdoctoral Studies, the student may submit an appeal to the Provost.

A detailed procedure for petitions and appeals for graduate students is available

from the Office of Graduate and Postdoctoral Studies.

GRIEVANCES

Grievances are different from petitions and appeals. Petitions and appeals involve exceptions to academic requirements, regulations, and judgments. A grievance is a complaint regarding inappropriate conduct by other students, faculty members, or staff. Inappropriate conduct encompasses both inappropriate personal conduct, such as sexual harassment, as well as inappropriate official conduct, such as violation of University policies. Specific policies exist to address grievances based on discrimination or sexual harassment, and these policies should be followed in situations involving these issues. Grievances against another student may be raised with the Assistant Dean of Student Judicial Programs and addressed under the Code of Student Conduct. In other cases, a student may present a grievance in writing at the lowest appropriate level, typically the department or school. If a satisfactory resolution is not obtained at that level, the student may appeal the outcome of the grievance by presenting the problem at the next administrative level, such as the school, Office of Graduate and Postdoctoral Studies, or Provost. Grievances against non-faculty staff members may also be brought to the Employee Relations director in Rice's Human Resources office. Students may seek guidance on any of these procedures through discussions with the Office of Graduate and Postdoctoral Studies.

PROBLEM RESOLUTION

During the course of graduate studies, problems may arise in the relationship between a graduate student and his/her department or advisor that do not fall under the category of Grievances, described above. Students should attempt to resolve such problems by informing the appropriate faculty members and working together to resolve the problem. When attempts to resolve the problem informally are unsuccessful, the following problem-resolution procedure should be used:

1. The student should submit the problem in writing to the department chair, who will then attempt to resolve it.
2. If the student remains unsatisfied, the problem should be presented to the departmental grievance committee for resolution. This committee should be the standing committee for this purpose and not the student's own review or thesis/dissertation committee. Both the student and the chair should submit a written record of their understanding of the problem to this committee.
3. If the student remains unsatisfied, the problem should be referred to a standing subcommittee of the Graduate Council, composed of three faculty members (representing diverse disciplines within the university) and a graduate student, with the Dean of Graduate and Postdoctoral Studies as an ex-officio member. A written report of proceedings at stage two should be presented to the Chair of Graduate Council for forwarding to the subcommittee, along with all other written materials generated during the investigation. The decision of this subcommittee is considered final.

Detailed procedures for grievances and problem resolution for graduate students is available at the Office of Graduate and Postdoctoral Studies.

TUITION, FEES, AND EXPENSES

The tuition and fees for graduate students in this section are for the 2009–10 academic year only and are subject to change in subsequent years. Current tuition and fees for all graduate students, full time and part time:

Tuition	Annual	Semester	Hour
Architecture, Shepherd School, and Professional Master's in Natural Science	\$25,900.00	\$12,950.00	\$1,440.00
Professional Master's in Engineering	26,750.00	13,375.00	1,490.00
All others, entering Fall '09	31,430.00	15,715.00	1,750.00
All others, Continuing	31,430.00	15,715.00	1,750.00
Jones School MBA			
Entering Fall '08	\$37,500.00	\$18,750.00	
Entering Fall '09	40,000.00	20,000.00	
Jones School MBA for Professionals			
Entering Fall '08 (2-year rate)	\$81,500.00	<i>(fees included)</i>	
Entering Fall '09 (2-year rate)	86,000.00	<i>(fees included)</i>	
Jones School MBA for Executives			
Entering Fall '08 (2-year rate)	\$86,750.00	<i>(fees included)</i>	
Entering Fall '09 (2-year rate)	91,500.00	<i>(fees included)</i>	
Master of Liberal Studies			
Cost Per Course		\$2,430.00	
Required Fees		Annual	Semester
Graduate Student Association		\$40.00	\$20.00
Student Organization Fund		8.00	4.00
Honor Council		2.00	1.00
Health Services		440.00	220.00
Information Technology—Graduate Students		125.00	62.50
Intl. Medical Emergency & Repatriation Fee		20.00	10.00
Jones School Association Fee*		120.00	60.00
Jones School Material Fee*		1,850.00	925.00
Medical Insurance Premium Student Only**		1,486.00	
Master's of Liberal Studies, GSA Fee		40.00	20.00
Master's of Liberal Studies, Student Activity Fee, per session			44.00

* Only for Jones School MBA students

** Students are billed for the Medical Insurance Student Only Plan annually every fall and have the option at that time to waive the insurance if covered under another medical plan or submit an application for any of the other plan options at the following site: www.studenthealthinsurance.rice.edu.

Away Status—Graduate students pursuing their studies outside of the Houston area (graduate students on “away” status) must be registered and pay tuition but are not required to pay the fees listed above, with the exception of the Information Technology Fee (\$62.50/semester). Students on away status must carry health insurance.

Reduced Tuition—After six semesters of full-time study in one degree program (excluding the summer semesters), continuing students are eligible for a reduced

tuition rate. A semester of full-time study is defined as a fall or spring semester in which at least nine hours of credit are earned. The reduced rate, like standard rate, varies by department/program. For architecture and Shepherd School students, the reduced rate is \$1,440 per year (\$720.00 per semester). For all other graduate students, the rate is \$1,750 per year (\$875.00 per semester). Students who are admitted with a relevant master's degree that counts toward a doctoral program at Rice may become eligible for reduced tuition earlier than those entering a doctoral program without a relevant master's degree.

Health Insurance—All students, full time or part time—including those on away status—must carry health insurance (see General Information section, pages 4–6).

Other Fees—Unless students elect a special payment plan, they must pay all tuition and fees for the fall semester by the middle of August and for the spring semester by the end of the first week of January. Past these deadlines, a late payment penalty of \$140 will be assessed.

Part Time—Students who receive approval to enroll with a course load of fewer than nine hours and do so within the first two 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 two weeks of the semester.

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.

Special Fees

Audit Fee:

Rice Alumni (per course)	\$340.00
All others (per course)	660.00
Late registration fee I	75.00
Late registration fee II	125.00
Part-time registration fee	135.00
Class 3 registration fee	135.00
Late application fee (Class 3)	100.00
Late payment penalty	140.00
Deferred payment plan late fee	35.00
Returned check fee	30.00
Diploma fee: sheepskin	125.00
Diploma fee: parchment	50.00
Diploma mailing fee: domestic	30.00
Diploma mailing fee: air mail	50.00
Diploma fee: facsimile	20.00
Transcript fee	5.00
Letter of standing	5.00
Intramural fees	20.00
Readmission fee: graduate students only	325.00
Readmission fee: after withdrawal for non-payment	300.00
Reinstatement fee: graduate students only	100.00
Replacement ID: faculty, staff, and students	10.00
ID: Dependents	10.00

Graduate application fee	70.00
Jones School application fee—all MBA programs	125.00
Jones School application fee—all EMBA programs	125.00
Recreation Center Membership Fees	
Faculty/Staff	<i>Spring Summer Annual</i> \$288.00
Student: Undergraduate	30.00 . . 90.00*
Student: Graduate	45.00 . . . 30.00 . . 120.00
Faculty/Staff—individual \$24/month	
Graduate Student—individual \$10/month	

* *Student nine-month fee for membership paid with tuition. Summer optional.*

For more information, see Refund of Tuition and Fees in Undergraduate Students section, pages 36–37.

FINANCIAL AID

FELLOWSHIPS, SCHOLARSHIPS, AND ASSISTANTSHIPS

A range of fellowships, scholarships, and assistantships are available at Rice. Most graduate students in degree programs requiring a thesis are supported by fellowships or research assistantships.

Rice Graduate Fellowships—Doctoral students with high academic records and strong qualifications receive support through Rice fellowships. In most cases, these fellowships provide a stipend plus tuition for the nine-month academic period. Departments may nominate particularly outstanding entering students for a Rice Presidential Fellowship.

Rice Graduate Tuition Scholarships—Students whose previous records show marked promise but for whom no graduate fellowships are available may receive full or partial graduate tuition scholarships, which do not include a stipend.

Research and Teaching Assistantships—Usually funded from grants and contracts, research assistantships are available in many departments. Qualified students (usually second-year or later) receive these awards to provide assistance on faculty research projects, work that usually contributes to the student’s own thesis. In some departments, a limited number of teaching assistantships may be available to advanced students.

Fellowship, scholarship, and assistantship recipients are selected by the individual departments, subject to the approval of the Office of Graduate and Postdoctoral Studies. Students should send their applications for such awards directly to the department involved.

To receive Rice fellowships, graduate tuition scholarships, or assistantship aid, students must be engaged in full-time graduate study; part-time students and students who are not enrolled are not eligible for such aid.

Students receiving stipends from fellowships or assistantships may not accept any regular paid employment on or off campus without the explicit permission of the department. Full-time students, whether receiving stipend support or not, may not accept paid employment in excess of 20 hours per week.

LOANS AND WORK-STUDY FINANCIAL AID

In addition to fellowships, scholarships, and assistantships, the Office of Financial Aid offers assistance in the form of loans. Interested students must file a Free

Application for Federal Student Aid (FAFSA). If selected for federal verification, students may also be required to submit copies of income tax returns and W-2's. The priority deadline to apply is May 15. (Loan assistance through Rice is not available to Master of Liberal Studies students.)

To be eligible to apply for loans, graduate students must maintain satisfactory academic progress as defined by their departments. Should a graduate student fail to make satisfactory academic progress, the student's aid eligibility will be terminated. Graduate students who enroll for less than five hours in a term will not be eligible for financial aid.

Federal Student Loans—These are low-interest loans made to students attending the university at least half time. Subsidized Stafford loans require need-based financial aid eligibility, but unsubsidized Stafford loans and PLUS loans are available to all students. Loan eligibility is subject to annual and lifetime borrowing limits; PLUS loans require a satisfactory credit check.

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 exit counseling will result in a transcript hold.

Private Loan Programs—Private loans are available to graduate and MBA students. These loans are not based on need but do require credit approval from the lender and cannot exceed the student's cost of education, as determined by Rice, minus other resources.

Special Loan Programs—A Gulf Oil Corporation Foundation Loan Fund and the Benjamin S. Lindsey and Veola Noble Lindsey Memorial Loan Fund are available to help students working toward a degree meet their educational expenses; the funds are limited. Interested students may contact the Office of Student Financial Services.

The Mary Lyn and Niles Moseley Loan Fund and the Professor John A. S. Adams, Sr., Memorial Graduate Student Loan Fund—These funds provide financial assistance, in the form of loans, to graduate students at Rice University. Students wishing to apply for such a loan should obtain an application from the Office of Student Financial Services. Guidelines for the program are:

- Individual loans are made for an amount not to exceed \$2,000.
- Loans are made for a period of up to one year and, upon request, may be renewable annually.
- The interest rate applicable to these loans is determined by the university.
- Graduate students must be enrolled on a full-time basis to be eligible to apply for a loan and must maintain full enrollment during the full term of the loan.
- Upon completion, applications are submitted to the dean of graduate and postdoctoral studies for approval.
- Loans are available during the full course of the academic year.
- Loans must be repaid before graduation.

Emergency Loan Fund—Established through gifts from the Graduate Wives Club of 1972–73, the Graduate Student Association, and various faculty members, this fund makes available emergency loans to help graduate students at Rice with short-term needs. Loans are limited to \$250 and must be repaid within three months. In lieu of interest, a charge of \$5 per loan is assessed to maintain the fund.

Summer Aid—Graduate students are eligible to apply for private educational loans if they are registered during the summer term.

Other Fellowships, Honors, and Prizes—Provisions are made for a variety of fellowships, scholarships, and prizes available to graduates of this and other universities. Memorial fellowships that have been founded and endowed by gift or bequest on the part of friends of Rice University provide stipends enabling the holders to devote their time to study and research in their chosen fields. There also are several industrial fellowships maintained by companies interested in the development of technical fields and the training of competent scientists, engineers, and business executives.

Persons desiring consideration for appointment as fellows should consult with the department in which they wish to do research. However, not all fellowships are available every year.

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 the Office of Financial Aid for information about policies and procedures regarding the return of Title IV funds.

GRADUATE STUDENT LIFE

GRADUATE STUDENT ASSOCIATION

All full-time students in the graduate program are members of the Graduate Student Association, which is the sole organization representing graduate students as a body. The governing body of this organization is the Graduate Student Association Council, consisting of a representative from each department offering graduate study and a president, vice president, secretary, and treasurer elected by the council. Graduate students also participate in university affairs through their representatives on many standing and ad hoc university committees, such as the Graduate Council, the Research Council, and various department committees.

One of the functions of the Graduate Student Association is to encourage social interaction among graduate students from different departments. To that end, the association organizes a variety of social activities open to all members of the graduate student body.

HOUSING FOR GRADUATE STUDENTS

Graduate students now have three different housing facilities: Rice Graduate Apartments, Rice Village Apartments, and Morningside Square Apartments. All three properties provide easy transportation to and from campus and all shopping needs on the weekend through a shuttle service. They also provide social activities and events to help students take a break from their studies. Each community is unique in its own way and provides a broad living environment.

Rice Graduate Apartments is a garden style complex located just north of campus on Bissonnet. The community features include quick and easy access to campus, attractive landscaping, and good lighting in all common areas designed to enhance the security and aesthetics of pedestrian, bike, and auto paths, parking, and recreational areas. Electronically controlled access gates for pedestrian and vehicular paths are provided. Handicap-accessible units are available to students with disabilities. The complex is designed with a centrally located area for social activities, a laundry room on each floor, a study room, and an RUPD substation. Each apartment, except the efficiencies, offers a living room chair, dresser, nightstand, and two bar stools. In addition, each

unit includes free basic cable TV, water, and a network drop for a personal computer. Housing is assigned via a lottery system. Call 713-348-GRAD (4723) for further information, or e-mail gradapts@rice.edu.

The Morningside Square Apartments are two-story 1950's vintage units located in a quiet neighborhood adjacent to Rice Village on Shakespeare Street at Morningside Drive. The community is a short walking distance to campus, restaurants, and shopping areas. The common hallways, bedrooms, and living rooms feature oak hardwood flooring. Kitchens are equipped with a refrigerator and range. All units have ceiling fans, electric heat, and window air conditioners. Basic cable TV is provided, and a coin-operated laundry is available on-site. Controlled access gates for pedestrian and vehicular use are included. Apartments are assigned on space availability. Call 713-348-4050 or e-mail msapts@rice.edu for further information.

The Rice Village Apartments is a four-story contemporary style community located on Shakespeare Street across from Morningside Square Apartments. It offers four handicapped accessible units, and the entire complex complies with the Disabilities Act. Each unit offers appliances equipped with Energy Star efficiency to conserve energy and protect the environment, giving residents lower electricity bills. In addition, it is furnished with a dresser, nightstand, desk, chair, bed, and bar stool(s). Basic cable, Internet, and water also are included. The amenities offered are a community herb garden, clubhouse, bike program for students without cars, and a laundry facility that alerts students via e-mail when laundry is done. Controlled access gates, key fob system, and RUPD on-site provides adequate security for residents. Apartments are assigned based on availability and also are extended to the first year lottery system. For more information, call 713-348-4050, or e-mail rvapts@rice.edu.

HEALTH INSURANCE REQUIREMENTS FOR GRADUATE STUDENTS

Paying the student health service fee gives graduate students access to both the Student Health Service and the Rice Counseling Center (see General Information section, pages 4–6). New graduate students may not register for or attend classes until they have completed and returned the health data form to Rice and have met the immunization and TB screening requirements.

All graduate students must have health insurance. Students may purchase insurance through the university or through an outside source. Rice's group coverage for the 2009–10 academic year is effective from 12:01 AM, August 15, 2009, until 12:01 AM August 15, 2010. Dependent coverage also is available. A description of the policy and the application form can be found on the Web at studenthealthinsurance.rice.edu. A waiver form, if outside insurance is provided, also can be found at this site. Students should submit either the application or waiver by August 15 each year.

CLASS III STUDENTS IN NONDEGREE PROGRAMS

Students with a 3.00 (B) or better grade average and an undergraduate or graduate degree from an accredited college or university may apply for admission as Class III students. These students may take courses for credit without being admitted to a specific degree program. Registration requires the permission of the instructor and approval by the dean of graduate and postdoctoral studies. Class III students must register for at least three hours and cannot take courses on a pass/fail or satisfactory/unsatisfactory basis. Class III students must receive at least a B for all classes taken or they will not be allowed to remain in the Class III program.

Students may not use courses taken under this arrangement to fulfill the

requirements for a Rice degree unless and until they have been accepted into a degree program by an academic department (as well as, in the case of graduate students, by the dean of graduate and postdoctoral studies) and received department approval; students are responsible for obtaining the proper approvals. Students may request that the department allow up to three courses taken as Class III to count toward their graduate degree.

APPLICATIONS FOR CLASS III

Applications and course request forms are available from the Office of Graduate and Postdoctoral Studies. Official transcripts from all colleges and universities the student has attended should be mailed directly by the institutions to the Office of Graduate and Postdoctoral Studies. Students who were previously Class III students must complete a new application (without transcripts) for each such semester. All application materials are due by the workday closest to August 1 for fall semester courses and December 1 for spring semester courses. Late applications are not considered after classes have begun. Individuals applying as Class III students for the summer term should apply to the Summer School for College Students (see Undergraduate Students section, pages 28–29).

TUITION AND FEES FOR CLASS III

The tuition for 2009–10 is \$1,750 per semester hour, not to exceed \$15,715, plus a \$135 registration fee and a \$62.50 InfoTech fee each semester. All fees are payable prior to registration. Students failing to submit their applications by the deadline must pay a late application fee of \$100, and students registering after the second week of class must pay a \$125 late registration fee and also may have to pay a late payment fee. For some courses, students may be charged for computer time. If a class fills with degree students, instructors may drop Class III students up to the end of the third week of class. In that case, the tuition (less \$30 of the registration fee) will be refunded. If a Class III student withdraws, drops, or adds classes, the same rules regarding refunds and applicable fees apply as for degree seeking graduate students. There is no refund for dropping a class after the second week, as long as the student stays enrolled in at least one other class. Pro-rated refunds for withdrawals are according to the deadlines listed on the academic calendar. Please see Undergraduate Students section, pages 28–29, for information pertaining to summer school.