

REGULATIONS AND PROCEDURES FOR ALL GRADUATE STUDENTS

Academic and Judicial Discipline

Academic Probation and Dismissal

Graduate students are placed on academic probationary status by the Office of Graduate and Postdoctoral Studies if their overall grade point average falls below 2.67, their semester grade point average falls below 2.33, or they receive a failing or an unsatisfactory grade of U or F in a research credit course.

The period of probation extends to the end of the next semester in which the student is enrolled. If a student has a subsequent semester (whether consecutive or nonconsecutive) that results in a semester of probation, the student may be dismissed without further warning.

Graduate students with a cumulative grade point average below 2.00 may be dismissed by the Office of Graduate and Postdoctoral Studies without a probationary period.

Additionally, students with two failing or unsatisfactory grades during their graduate student tenure at Rice (whether consecutive or nonconsecutive) may also be dismissed by the dean of graduate and postdoctoral studies without further warning.

Students will be notified of their probationary status once final grades have been received and posted to their records. Students are expected to check their grades at the end of each semester.

S ("Satisfactory") grades on courses with a S/U grade mode cannot be used to end probationary status for a low overall grade point average.

Graduate programs may identify and define in their General Announcements Requirements tab stricter standards than the minimum grade point average for coursework that satisfies their academic program requirements. A program may not dismiss a student, but may recommend dismissal to the Office of Graduate and Postdoctoral Studies.

A program may not recommend dismissal for any student based on research progress without providing the student written notice of any inadequate academic progress and frequent feedback over the course of at least one semester. A copy of all relevant correspondence must be sent to GPS at the time of the correspondence.

Post-candidacy doctoral students who have not had a full probationary semester (a semester following a below minimum term or cumulative GPA or a grade of U in research) may only be recommended for dismissal with a full faculty vote.

Please also see [Dismissal](#) (p. 1) and Adequate Academic Progress.

Deadlines

Students and faculty must observe all deadlines listed in the [Academic Calendar](#) (<https://registrar.rice.edu/calendars/>) and the General Announcements.

Program Requirements and Written Assessment

Graduate programs must provide students upon entry to the program with detailed requirements, deadlines, and other program policies in the

form of a graduate handbook. Students are then responsible for meeting program and university requirements in their program of education.

Both thesis and non-thesis graduate programs must establish mechanisms for tracking, reviewing, and documenting academic progress of graduate students on an ongoing basis. Graduate programs must provide graduate students a written assessment of their academic progress at least annually. Academic units should archive copies of all email communications pertaining to a student's progress.

In some graduate programs, this ongoing progress review is carried out by a student's thesis committee, while in others it is carried out by a standing faculty committee. Although a student's advisor plays an important role in reviewing the student's academic progress, the responsibility for conducting the review process lies with the program and requires the involvement of additional faculty members in the program.

For graduate students who are primarily engaged in coursework, for example, non-thesis master's students, the transcript is an adequate form of written assessment.

Inadequate Academic Progress

The two most common grounds for dismissal of a graduate student by the graduate program are (1) inadequate academic progress and (2) a disciplinary violation. The latter is discussed in detail under [Disciplinary Probation, Suspension and Expulsion](#) (p. 2). The following relates to academic progress.

A student who is failing to meet written graduate program or university requirements, such as failing to meet grade requirements, failing to pass required examinations by the required time, or failing to advance to candidacy or defend her or his thesis within the required time, is subject to dismissal without further warning.

When a student is judged not to be making adequate academic progress, the student must be warned in writing of the possibility of dismissal and given clear information about what must be done within a specified and adequate time (a minimum of one semester of documented inadequate progress) to address and 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, the student may be dismissed from the graduate program. All warnings of inadequate academic progress and possible dismissal, must be documented in writing, with a copy sent to the student, the director of graduate studies, and the dean of graduate and postdoctoral studies (graddean@rice.edu). Email communication is considered to be "in writing." Academic units should archive copies of all email communications pertaining to students' progress.

It is difficult to give a precise and general definition of "adequate academic progress" for graduate students, due to the variation in values and expectations among different graduate programs. Nevertheless, some general principles do apply. For example, most research-based graduate programs consist of two stages. The first stage, preceding candidacy, typically consists of explicit requirements and milestones, such as course requirements, exams, research projects, and the like. In this stage, adequate academic progress typically means compliance with the requirements and milestones of the program, as well as research progress when applicable.

In the second stage, post-candidacy, graduate students are expected to conduct research and write and defend their theses or dissertations.

It may be harder to define academic progress post-candidacy, when progress may have fewer explicit intermediate milestones. It is expected, therefore, for graduate programs and faculty advisors to make their expectations explicit for post-candidacy graduate students and provide mentoring, written assessments (p. 1), and ongoing feedback.

Dismissal

Dismissal of any graduate student, whether non-thesis or thesis, for (1) failing to meet a minimum grade point average requirement, (2) failing to make academic progress or (3) for a disciplinary violation, requires that the student be notified of the dismissal from the graduate program. Such a notice is distinct from any earlier warning, which notifies the student of the possibility of dismissal. A graduate program may not dismiss a student, but may recommend dismissal to the Office of Graduate and Postdoctoral Studies. All dismissal notices, as well as warnings of possible dismissal, must be in writing, with a copy sent to the Office of Graduate and Postdoctoral Studies at the time of the communication. Email communication is considered to be “in writing”. (Academic units should archive copies of all email communications pertaining to student dismissal.) A student is not eligible to return to Rice following a dismissal. A student is not eligible to return to any Rice degree program following a dismissal.

Because of the serious consequences of dismissal from a graduate program, students must receive a 15-day notice of dismissal prior to the effective date of the dismissal. Such a notice may precede the trigger for the dismissal or be included in the General Announcements or graduate program handbooks linked in the General Announcements. For example, a program can notify a student 15 days before an examination that failure to pass the examination with a certain minimal grade could result in dismissal. Published notice in the handbook that failure would have this consequence is sufficient notice. In general, dismissal should take effect following a semester in which the student is enrolled. A dismissal will be held in abeyance until the petition and appeal process is concluded, as students may petition for a dismissal to be revoked as described in the Dispute Resolution (<https://ga.rice.edu/graduate-students/rights-responsibilities/dispute-resolution/>) section.

Disciplinary Probation, Suspension and Expulsion

The Code of Student Conduct (<https://sjp.rice.edu/code-of-student-conduct/>) applies to all Rice students and applies to conduct both on and off campus. The Office of Student Judicial Programs (<https://sjp.rice.edu/>) may sanction students, including implementing disciplinary probation or suspension or expulsion for violations of the Code of Student Conduct or the Honor Code (<https://honor.rice.edu/>). Students who have been expelled, who are serving a suspension, who are under investigation for disciplinary violations, or who have Code of Conduct or Honor Code proceedings pending against them may not receive their degree even if they have met all academic requirements for graduation. Students who are suspended or expelled must leave the university within the time frame specified by Student Judicial Programs, generally 48 hours of being informed of the decision, though in cases of unusual hardship, Student Judicial Programs may extend the deadline. Any tuition refund will be calculated from the official date of suspension or expulsion based on the refund schedule noted in the Academic Calendar (<https://registrar.rice.edu/calendars/>), published by the Office of the Registrar. A grade of “W” will be assigned to all enrolled courses regardless of when the suspension or expulsion began. Expelled students will have the expulsion noted on their transcript.

While on disciplinary probation or suspension, students may not run for or hold any elective or appointed office in any official Rice organization.

Students seeking readmission after a suspension for Honor Code or Code of Conduct violations or other nonacademic action should submit a petition in writing to the Office of Student Judicial Programs by emailing SJP@rice.edu. That petition should include information on what the student did while away from Rice, including any schooling or employment; how the student met any requirements described by Rice at the time of separation; what the student did to address any issues leading to the separation; and what the student learned from the separation. Once approved by Student Judicial Programs, petitions are forwarded to the dean of undergraduates (for undergraduate students) or to the dean of graduate and postdoctoral studies (for graduate students) for final readmission approval and action.

Due to the nature of graduate programs, reinstated students may not be able to return to the same advisor or secure the same level or source of financial aid. If reinstated graduate research students cannot identify a suitable advisor who would financially support them, they may be dismissed outright.

Termination or Reduction of Financial Support

Graduate students often receive financial support in the form of graduate stipend and associated tuition waivers. The termination or reduction of financial support to a graduate student, while not equivalent to dismissal, is a serious action that could deprive students of their financial ability to continue graduate studies, and for international students, may compromise their visa. Consequently, the procedure to terminate or reduce a student’s financial support before the end of the financial-support commitment period outlined in the student’s offer letter should be analogous to those for dismissal as described above. Therefore, termination or reduction of financial support of a graduate student requires approval by both the department chair (or in the case of interdisciplinary programs, the program director) and the dean of graduate and postdoctoral studies. If financial support is terminated or reduced without approval of the dean of graduate and postdoctoral studies, the department or degree program is responsible for replacing those funds. The student must be notified in writing of the termination or reduction a minimum of 15 days prior to the cancellation of support. Such a notice is distinct from any earlier warning, which lets the student know of the possibility of support termination or stipend reduction. All termination or reduction of support notices, as well as warnings of possible termination, must be in writing.

Active participation in required academic activities (for example, laboratory work in certain science and engineering programs) is a basic condition for continued financial support. Students who are absent from such required activities for two weeks without permission and without mitigating circumstances may be subject to termination of financial support and/or dismissal following a notification that this termination will take place a minimum of 15 days prior to the cancellation of support. In addition, they may be judged not to be making adequate academic progress as defined above. Thus, if absences have to occur, they must be prearranged with the student’s supervisor, except for medical and family emergencies, in which cases timely notification is required. Graduate advisors and programs should be aware of unexplained student absences and must provide immediate written warnings when students are not present and carrying out required academic activities for more than one week.

When the source of a graduate stipend is an externally sponsored research grant, the principal investigator is responsible for certifying that

compensation paid to those who are supported by the grant faithfully corresponds to actual effort in carrying out the sponsored research. This process is referred to as “effort certification.” The requirements above to give students warnings and notices before dismissal or termination of stipend are separate and independent of the effort-certification requirement. If a principal investigator determines that a graduate student is not contributing to the sponsored project that is the source of the student’s stipend, then the program must reallocate the charge for the affected pay period to another fund.

In the event that a graduate student’s stipend is approved to be terminated by the dean of graduate and postdoctoral studies, the student’s tuition waiver will remain intact for the remainder of the semester. If they have student health insurance through Rice, they will also be eligible to keep the policy and subsidy through the duration of their plan.

Degree Revocation

Rice University reserves the right to revoke any degrees granted. A degree awarded may be revoked if the university becomes aware that the degree should not have been granted, such as a degree that was obtained by violating the Honor Code (<http://honor.rice.edu/>) or Code of Student Conduct (<https://sjp.rice.edu/code-of-student-conduct/>) or by deception, misrepresentation, falsification of records, academic misconduct, research misconduct, or if the work submitted in fulfillment of — and indispensable to — the requirements for the degree are determined to fail to meet the academic standards that were in effect at the time the degree was awarded. Notification of the date of revocation will appear on the student’s transcript, and the student will be asked to return the diploma. The provost reviews all recommendations for revocation of degrees and forwards to the president any recommendations deemed to be warranted. The president will consider all recommendations forwarded by the provost and effectuate those determined to be warranted. Procedures governing degree revocations may be obtained from the Offices of the Registrar, Provost, or President.

The university also reserves the right to withdraw a degree to correct an administrative error, such as an incorrectly listed degree, or in a situation where it was found that a student had not actually fulfilled all graduation requirements.

Academic Regulations and Good Standing

Good Standing

Graduate students must meet the minimum deadlines and course or grade requirements detailed in this document to remain in good standing and to graduate from the university. Graduate students must meet other requirements specifically mandated as essential for good standing by the graduate student handbook published by the relevant department or program. Failure to remain in good standing may result in probation, separation from the university, or dismissal.

Enrollment Requirements

PhD and DMA students must complete at least four full fall and/or spring semesters in full-time study at Rice University. The minimum enrollment requirement for all thesis master’s programs and non-thesis master’s programs in Business, Architecture, and Music is one fall or spring semester of full-time graduate study. For non-thesis master’s programs outside of Business, Architecture, and Music, the minimum enrollment requirement is one semester in full-time or part-time graduate study.

Concurrent Enrollment at Another Institution

Doctoral and thesis master’s students must secure written permission from the graduate program, and the Office of the Dean of Graduate and Postdoctoral Studies to seek a degree concurrently at another institution, regardless of the level or delivery method. Additional permission is not needed for students in inter-institutional dual degree programs listed in the General Announcements. Non-thesis graduate programs require the approval of the graduate program to seek a concurrent degree. Graduate students seeking two graduate degrees should refer to the Second Degree Program (p. 14) section of the General Announcements. Undergraduates seeking graduate degrees should refer to the Undergraduate - Graduate Concurrent Enrollment (<https://ga.rice.edu/undergraduate-students/academic-opportunities/undergraduate-graduate-concurrent-enrollment/>) section. Graduate students seeking multiple graduate degrees at Rice should review the section Second Degree Programs at Rice (p. 14).

Continuous Enrollment

Students must maintain continuous program involvement and enrollment during fall and spring semesters unless granted an official leave of absence. See Leaves, Interruptions of Study and Withdrawals (p. 7) for more information. A leave of absence is not required for nonenrolled students during a summer semester.

Full-Time Study

Semester course load for full-time students on Rice’s three-semester Academic Calendar (<https://registrar.rice.edu/calendars/>) is nine credit hours or more as required by specific graduate programs for the fall, spring, and summer semesters. Additional registration requirements and limitations can be found under the Registration and Courses (p. 11) section.

Semester course load for full-time students on Rice’s four-term Academic Calendar (<https://registrar.rice.edu/calendars/>) (e.g., the online MBA, MBA@Rice) is six credit hours or more, as required by specific graduate programs.

Graduate programs at Rice generally require full-time study. For information about dropping below full-time or changing to part-time status, see below.

Part-Time Study

Part-time students must register for at least three credit hours in a semester or term. Students in their final semester who require less than three credit hours to complete their degree may register for less than three credits with permission from the dean of graduate and postdoctoral studies.

All time boundary and degree requirements apply to part-time students. Students who wish to become part-time in the upcoming semester or term must obtain written permission from the graduate department before the semester or term begins. Students who wish to obtain part-time status after the semester or term has started must also obtain the approval of the Office of Graduate and Postdoctoral Studies.

To receive the per credit hour, part-time tuition rate, students must obtain verification of part-time approval from the Office of the Registrar by the end of the second week of classes. Part-time students are not eligible to receive fellowships, assistantship aid, tuition scholarships, or reduced rate tuition from Rice. See also Financial Aid (<https://ga.rice.edu/graduate-students/student-services-organizations/financial-aid/>). International students should consult the Office of International Students

and Scholars about the possible impact on their visa status of dropping below full-time.

Part-time students may drop their last class (when consistent with the [Academic Calendar](https://registrar.rice.edu/calendars/) (<https://registrar.rice.edu/calendars/>)) without de facto withdrawing, by petitioning for a leave of absence that is approved. Part-time students who do not successfully complete three credits in two consecutive semesters will not be allowed any additional leaves.

Time to Degree (All Degrees)

PhD and DMA 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.

Standard of Conduct

Students are expected to live up to the high standards Rice sets for its community members, as described in the [Code of Student Conduct](https://ga.rice.edu/graduate-students/rights-responsibilities/code-student-conduct/) (<https://ga.rice.edu/graduate-students/rights-responsibilities/code-student-conduct/>). Graduate students should be in compliance with the Code of Student Conduct at all times and not have holds from Student Judicial Programs or other offices.

Research and Scholarly Activities

Research and other scholarly activities of all students must conform to Rice University policies. Students should familiarize themselves with these policies before embarking on research or other scholarly activities. Particularly pertinent to students are [policy 324](https://policy.rice.edu/324/) (<https://policy.rice.edu/324/>) (Research Integrity (<https://policy.rice.edu/324/>)), [policy 326](https://policy.rice.edu/326/) (<https://policy.rice.edu/326/>) (Human Research Protection Policy (<https://policy.rice.edu/326/>)), [policy 333](https://policy.rice.edu/333/) (<https://policy.rice.edu/333/>) (Intellectual Property Policy (<https://policy.rice.edu/333/>)), and [policy 334](https://policy.rice.edu/334/) (<https://policy.rice.edu/334/>) (Copyright Policy (<https://policy.rice.edu/334/>)).

Non-course Training

Within their first semester of enrollment, graduate students are expected to complete some non-course training:

- Orientation – New graduate students are expected to participate in all orientation events (which may be online).
- Preventing Sexual Harassment – New graduate students are required to complete this online training.
- Responsible Conduct of Research – All graduate students are required to complete this online training, except for those in the MBA and Liberal Studies programs.
- Lab Safety Training - Lab Safety training is mandatory for all new students in the School of Engineering or the School of Natural Science, with the exception of students in the Computational Applied Mathematics & Operations Research; Computer Science; Mathematics departments; and Statistics who will not be working in a laboratory at Rice. Students in Applied Physics and Systems, Synthetic, and Physical Biology are also required to take this training.

This training is provided through the [Office of Environmental Health and Safety](https://safety.rice.edu/) (<https://safety.rice.edu/>).

Applicable Academic Graduation Requirements

The General Announcements (GA) is the official Rice curriculum. In the event that there is a discrepancy between the GA and any other websites or publications, the GA shall prevail as the authoritative source.

All graduate students must meet the minimum university requirements for the academic credential, in addition to any program-specific requirements. The official certifier of the graduate degree, may petition the dean of graduate and postdoctoral studies, or the delegate to allow substitutions or waivers to the degree requirements when academically appropriate. Graduate programs may not independently allow substitutions or waivers to program-specific degree requirements.

Students enrolled in graduate programs at Rice have the right to decide whether to follow the general and degree program requirements for graduation in effect when they first matriculated at Rice or those in effect when they graduate. Graduate program degree requirements may vary from year to year during the period between a student's matriculation and graduation. The graduate program may, at its discretion, make any of these variations available to a student for completion of the degree requirements but must allow a student to graduate under requirements articulated at the time of their matriculation. If a new academic credential is created during the student's time at Rice, the new program will be available to the student as if the program appeared in the General Announcements at the time of matriculation.

If a student has been separated from the university due to a voluntary or involuntary withdrawal, students must graduate under the regulations in effect at the time of their last readmission or those in effect when they graduate unless granted an exception by the dean of graduate and postdoctoral studies. An archive of General Announcements is available online [here](https://ga.rice.edu/archive/) (<https://ga.rice.edu/archive/>).

Application for Degree and Degree Conferral

Students are responsible for making certain that their plan of study meets all degree and program requirements in their field of study.

To graduate from Rice University, all students must submit an Application for Degree Form available in [ESTHER](https://esther.rice.edu) (<https://esther.rice.edu>). This form is required for all students who plan to complete their degree requirements at the end of a fall, spring, or summer semester. A late fee will be assessed for applying after the deadline (please consult the semester-specific [Academic Calendar](https://registrar.rice.edu/calendars/) (<https://registrar.rice.edu/calendars/>) for deadlines). Upon completion of degree requirements, degrees are approved by the faculty and conferred three times each academic year in December, May, and August.

As for commencement, August and December graduates may choose to participate in a combined December Ceremony for undergraduate and graduate degree recipients, or they may return to campus the following Spring for the annual May Commencement Ceremony. May graduates are expected to participate in the annual May Commencement Ceremony, celebrated each year after the conclusion of the spring semester. Under special circumstances and with appropriate approvals, some upcoming August degree candidates may be granted permission by the [Dean of Undergraduates](https://dou.rice.edu/student-resources/petitions-) (<https://dou.rice.edu/student-resources/petitions->

[special-requests/request-participate-commencement/](#)) or the Office of Graduate and Postdoctoral Studies (<https://graduate.rice.edu/>) to participate in the annual May Commencement Ceremony prior to their August degree conferral.

Grades

See also [Faculty Grading Guidelines](#) (<https://ga.rice.edu/faculty/grading-guidelines/>) and [Syllabus Standards](#) (<https://ga.rice.edu/faculty/syllabus-standards/>).

Minimum Grade Point Average(s)

Students must achieve a minimum cumulative 2.67 grade point average, both overall and within those courses required for their program of graduate study. Each department or program can identify and define stricter standards than the institutional overall 2.67 grade point average minimum. Where applicable, stricter grade point average standards are communicated in the General Announcements [Programs of Study](#) (<https://ga.rice.edu/programs-study/>) section, in the Requirements tab.

In addition to the minimum graduation requirement, to remain in good standing, graduate students must maintain a minimum overall grade point average of 2.67 and a minimum term grade point average of 2.33. Academic probation is discussed in detail in the [Academic Probation](#) (p. 1) section.

Pass/Fail Option

Master's and Diploma students may not take as Pass/Fail any course that could potentially be used to fulfill specific degree requirements or electives. Because master's students generally should not take courses that do not advance them to the degree, master's students generally may not take any course Pass/Fail. If a student is advised to take a supplemental course that is not explicitly part of their degree requirements, these students may seek to audit the course rather than take the course for graded credit. Courses taken as an audit do not count towards the student's minimum registration requirements as a full or part-time student. Students should plan their course registration accordingly.

Doctoral students may take a course as Pass/Fail within their graduate degree requirements if they have approval of their director of graduate studies. Courses must be designated as Pass/Fail no later than the end of the 10th week of classes; however, a Pass/Fail course may later be converted to a graded course by submitting the proper online form with the Office of the Registrar by the end of the second week of the following semester. Doctoral students may also consider taking a non-required course as an audit.

All students should be aware that while a grade of P does not affect their Grade Point Average, a grade of F is counted as a failure and is included in their GPA.

Registration During Summer Sessions

Currently enrolled Rice students should register for summer courses online via [ESTHER](#) (<https://esther.rice.edu/>) as per normal registration processes and procedures. Rice students should be aware that the registration and payment deadlines do differ, depending on the summer session, and should familiarize themselves with the [Academic Calendar](#) (<https://registrar.rice.edu/calendars/>). Summer courses that do not generate enrollments sufficient to cover their costs may be canceled prior to the first day of class. Please see [Graduate Student Financial Aid](#) (<https://ga.rice.edu/graduate-students/student-services-organizations/>

[financial-aid/#text](#)) for information regarding course tuition and financial aid.

Pass/Fail During Summer Sessions

Currently enrolled Rice students can designate a summer course as Pass/Fail during the summer sessions, but can do so only by visiting the Office of the Registrar in person and completing a [Pass/Fail Designation form](#) (<https://registrar.rice.edu/students/the-pass-fail-option/>). Similarly, conversions of summer Pass/Fail grades can only be done via paper form at the Office of the Registrar. Students should adhere to the applicable Pass/Fail regulations found in the General Announcements and to the Pass/Fail deadlines, as stated in the [Academic Calendar](#) (<https://registrar.rice.edu/calendars/>).

Satisfactory/Unsatisfactory

Satisfactory/unsatisfactory courses are those that do not use traditional grading procedures and instead assign a grade of S or U rather than a letter grade. Such courses or labs are designated by the instructor and are, in most cases, graduate-level courses. With S/U courses, instructors report the S if the student successfully completes the course, or the U if they have not. 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. Visiting Post Baccalaureates cannot take courses on a satisfactory/unsatisfactory grading basis.

Audit

Students have the option of auditing courses. For auditing students, instructors report either the AUD or the NC grade symbol, the AUD if the student met the audit requirements of the class, or the NC if they have not. There are no credit hours associated with audited courses, and auditing a course does not affect a student's GPA. Request to audit a class or to change from audit to credit or vice versa must be done by the dates and deadlines documented in the posted [Academic Calendar](#) (<https://registrar.rice.edu/calendars/>). (See Grade Designations [AUD](#) (p. 5) and [NC](#) (p. 6) below.)

Grade Symbols

Instructors are required to report a grade for all students whose names appear on the class roster. They grade their students using the following conventional symbols: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F.

Grade Designations

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

AUD ("Audit")

This designation is only used for students auditing the course, and specifically where the auditing student has met the audit requirements of the course as defined by the instructor. A grade designation of "NC" (No Credit) is given to students who do not meet the audit requirements. There are no credit hours associated with an AUD grade designation. (See [Audit](#) (p. 5) above.)

INC ("Incomplete")

Instructors report this designation to the Office of the Registrar when a student fails to complete a course because of verified illness or other circumstances beyond the student's control that occur during the semester. Students must provide independent corroboration of their illness or circumstances, and they are expected to coordinate with the

instructor prior to final grades being submitted. For an INC received in the fall semester, students must complete the work by the end of the first week of the spring semester or an earlier date as defined by the instructor, and instructors must submit a revised grade by the end of the second week. For an INC received in the spring or summer semester, students must complete the work before the start of the fall semester or an earlier date as defined by the instructor, and instructors must submit a revised grade by the end of the first week. If a grade is not submitted by the appropriate deadline, the INC will be automatically converted to a failing grade.

Students with an INC must be certain that tests, papers, and other materials affecting their grade or essential to completing a course requirement are delivered by hand to the appropriate professor or office according to the timeline previously stated, for the instructor to grade the documents and submit the final grade to the Office of the Registrar by the deadline. Loss or lateness because of mail service is not an acceptable excuse for failing to meet academic deadlines. Students also should be aware that they may be placed on probation or suspension when the INC is changed to a grade, either by an instructor or by default.

Students who are degree candidates may not receive a grade of INC ("Incomplete") in their final semester. Degree candidates resolving an INC grade from a previous semester during their final semester must complete all outstanding course requirements by the deadlines posted on the [Academic Calendar](https://registrar.rice.edu/calendars/) (<https://registrar.rice.edu/calendars/>).

NC ("No Credit")

This designation signals that no credit was granted for the course. It is used in situations where a person auditing a course has not met the audit requirements of the course as defined by the instructor. (See [Audit](#) (p. 5) above.)

NG ("No Grade")

This designation signals that no credit was granted for the course. As a non-punitive grade, the NG is applied administratively and used in rare situations.

OT ("Other")

Instructors report this designation to the Office of the Registrar when a student fails to appear for the final examination after completing all the other required work for the course. An OT received during a fall semester must be resolved and instructors must submit a revised grade by the end of the first week of the spring semester. An OT received during a spring semester must be resolved and instructors must submit a revised grade by the end of the fourth week after Commencement. An OT received during a summer semester must be resolved and instructors must submit a revised grade by the end of the first week of the fall semester. If a grade is not submitted by the appropriate deadline, the OT will be automatically converted to a failing grade. Students should be aware that they may be placed on probation or suspension when the OT is changed to a grade, either by an instructor or by default.

Students who are degree candidates may not receive a grade of OT ("Other") in their final semester. Degree candidates resolving an OT grade from a previous semester during their final semester must complete all outstanding course requirements by the deadlines posted on the [Academic Calendar](https://registrar.rice.edu/calendars/) (<https://registrar.rice.edu/calendars/>).

SA ("Study Away")

This designation is used for students that participate in a course of study hosted at another institution, such as a Rice-sanctioned Study Abroad

program, or an approved Inter-Institutional agreement. The grade of SA is awarded for the Rice placeholder course, carries no grade points and there are no credit hours earned for a course which receives a grade of SA. There is corresponding transfer credit that is articulated once an official transcript is received from the host school.

TR ("Transfer Credit")

This designation is used when a student is granted credit for coursework that is transferred into Rice from another institution, or has earned credit by eligible exam (Advanced Placement, etc.), as per Rice's Transfer Credit policy for undergraduates (<https://ga.rice.edu/undergraduate-students/academic-policies-procedures/transfer-credit/>) or for graduates (p. 1). Transferred courses have no effect on a student's Rice grade point average.

W ("Official Withdrawal from University")

Students who officially withdraw from the university after the designated drop deadline, the seventh week of classes, will receive a final grade of "W" for each course in which they were enrolled at the time of withdrawal.

Students who officially withdraw from the university by the drop deadline will not receive the grade of "W" for any courses in which they were enrolled for that semester. These courses will not be included on the official transcript.

W ("Late Drop with Approval")

An undergraduate student who receives approval from the [Committee on Examinations and Standing](https://dou.rice.edu/committee-examinations-and-standing/) (<https://dou.rice.edu/committee-examinations-and-standing/>) to drop a course after the designated drop deadline will receive a grade of "W" for that course. A graduate student may petition in writing to the dean of [graduate and postdoctoral studies](https://graduate.rice.edu/) (<https://graduate.rice.edu/>) to drop a course after the designated drop deadline. Graduate students who receive approval from the dean of graduate and postdoctoral studies will receive a grade of "W" for that course. When requests for late drops are denied by the committee (for undergraduates) or by the dean of graduate and postdoctoral studies (for graduates), the Office of the Registrar records the submitted grade.

If a student drops a class before the designated drop deadline for the semester, the course will not be included on the official transcript. New undergraduate matriculants in their first semester at Rice may drop a class up until the last day of classes, and through the end of week ten in their second semester, if that is a full-term Spring semester, and the course will not be included on the student's official transcript. Graduate students are reminded that the rule allowing new matriculants in their first semester at Rice to drop a class up until the last day of classes applies only to undergraduates.

Grade Points

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

Letter Grade	Numeric Value
A+	4.00 ¹
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33

C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

¹ Effective Academic Year 2018-2019, the A+ grade is now worth 4.00, not 4.33, in calculating the GPA.

Grade Point Average Calculation

For each course carrying standard letter grades, the credit hours attempted and the points for the grade earned are multiplied. The grade points for each course are added together, and the sum is divided by the total credit hours attempted. Grade point averages are noted each semester on the student's official transcripts. Courses taken on a S/U or pass/fail basis are excluded from the grade point average calculation.

Employment

Students receiving a stipend may accept employment only with the approval of their graduate program and the dean of graduate and postdoctoral studies. Students working for more than 20 hours per week are not normally eligible for stipend support.

Interruptions of Study: Releases, Leaves, and Withdrawals

There are two types of interruptions in study: releases and leaves. Both releases and leaves may be either voluntary or involuntary. Short-term releases are periods of enrollment in which the student is temporarily absolved of the responsibility to do academic work and are given extensions of deadlines by the instructor or the student's advisor as appropriate. Leaves are periods of non-enrollment and require specific reinstatement processes. A withdrawal is a voluntary exit from the university (so that the individual is no longer a Rice student) that leaves the possibility of readmission upon reapplication and approval of the degree program and the dean of graduate and postdoctoral studies. A separation is an involuntary exit from the university (so that the student is no longer a Rice student) that leaves the possibility of readmission. Resignation is an exit from the degree program without the possibility of readmission.

Short-Term Parental Release

Short-term releases can be up to six weeks in length.

If a graduate student cannot fulfill the duties of the appointment due to a medical emergency or the adoption or birth of a child, the student may be temporarily released from their academic responsibilities. In the event more than one parent is a Rice graduate student, each parent is eligible for short-term parental release.

Enrollment and stipend support may be continued for up to six weeks or until the existing appointment expires (whichever occurs first). A student may apply for short-term parental release at any time during the semester. Complete guidelines for obtaining a parental release are available at <https://graduate.rice.edu/leaves> (<https://graduate.rice.edu/leaves/>). Students taking a short-term parental release should make arrangements with their advisor and instructors to complete their coursework in a timely way, though extensions to the normal deadlines for INC grades may be requested upon the student's return. Requests to extend the INC deadlines must be made to the Office of Graduate

and Postdoctoral Studies (GPS). Students taking a short-term parental release must be relieved of research expectations while on leave, however it is the responsibility of the student to work with their advisor to make arrangements for their absence.

Students returning from a short-term parental release are not required to demonstrate that they are able to return to their educational activities.

With the support of the director of graduate studies, one parent in good academic standing may take a short-term medical release followed by a short-term parental release (or a parental release followed by a short-term medical release) after giving birth to a child. The combined releases could be up to twelve weeks. Students returning to their studies after giving birth to a child may contact the SAFE Office (Title IX) or the Disability Resource Center if they need assistance regarding academic accommodations.

Short-Term Medical Release

If a graduate student cannot fulfill the duties of the appointment due to a medical emergency or the acute need to attend to their mental health, the student may be temporarily released from their academic responsibilities. Such a need must be requested in a timely manner and accompanied by a recommendation from a qualified health provider. The short-term release can be up to six weeks in length.

Students who are having difficulty that exceeds the short-term medical release may wish to consider taking time off for reasons related to their wellbeing and mental health are encouraged to contact the GPS student support specialist and consider taking a short-term Medical Leave of Absence (p. 8) for an extended period of time, or a Medical Withdrawal (p. 9).

Enrollment and stipend support may be continued for up to six weeks or until the existing appointment expires (whichever occurs first). A student may apply for short-term medical release at any time during the semester. Complete guidelines for obtaining a medical release are available at <https://graduate.rice.edu/leaves> (<https://graduate.rice.edu/leaves/>). Students taking a voluntary short-term release should make arrangements with their advisor and instructors to complete their coursework in a timely way, though extensions to the normal deadlines for INC grades may be requested upon the student's return. Requests to extend the INC deadlines must be made to the Office of Graduate and Postdoctoral Studies (GPS). Students taking a short-term medical release must be relieved of research expectations while on leave, however it is recommended that the student work with their advisor to make arrangements for their absence.

Students returning from a short-term leave may contact the Disability Resource Center if they need assistance regarding accommodations.

Students may not do degree work or work involving Rice faculty or facilities while on short-term medical release.

Students considering taking time off for personal reasons related to their wellbeing and mental health are encouraged to contact the GPS Office to evaluate options, which may include a short-term release, a medical leave of absence, or a medical withdrawal.

Students returning from a short-term medical release are subject to the same requirements as a student returning from a medical leave of absence. Students must demonstrate that they are fit to resume their educational activities. (See Medical Leave of Absence (p. 8)). The student may be asked to present documentation that the student has been evaluated and has completed follow-up measures recommended by

the student's treating health care professional. Students may be required to schedule an interview with the director of the Rice Counseling Center or Student Health Services or that person's designees.

Voluntary Leaves

Voluntary separations include medical and non-medical leaves of absence (generally one to two semesters in length) and withdrawals (generally longer than two semesters in length). Students on a leave of absence are not required to petition for readmission. Students who have withdrawn are eligible to reapply. Students returning from a medical leave of absence or withdrawal may be required to demonstrate that they are medically fit to resume their educational activities. (See [Medical Leave of Absence](#) (p. 8)).

Leave of Absence

Continuous enrollment between admission and the completion of degree work during the fall and spring semesters is the norm. In some cases, however, circumstances may compel a student to interrupt their studies temporarily. On the recommendation of the graduate program, the Office of Graduate and Postdoctoral Studies may grant the student a leave for up to 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 time to degree. A leave of absence is not required for a nonenrolled student during the summer semester.

A leave of absence is granted only by the Office of Graduate and Postdoctoral Studies on the recommendation of the department chair or director of graduate studies and only to graduate students in good standing with the university.

Leaves are most frequently scheduled ahead of time to pursue some other activity, such as an internship. These should be timed, whenever possible, to commence prior to the start of a semester. If because of a verified extreme or exceptional personal circumstance, a leave is granted to a student after the fourth week of the semester, the student should expect to be on leave the following term as well (e.g., those initiating exceptional leaves late in the spring semester should expect to be on leave in the summer semester as well). Leave requests, endorsed by the graduate program, must be received in the Office of Graduate and Postdoctoral Studies to be in effect. Students requiring a leave of absence for medical reasons should review the [Medical Leave of Absence](#) (p. 8) section below.

Financial support that is identical to what a student returning from an approved leave received prior to that leave cannot be guaranteed, nor can a student's research project necessarily be held for the students' return. Normally, however, the graduate program is expected to identify and assure a comparable level of financial support to students returning from an approved leave. Students on leave are urged to keep in touch with the Office of Graduate and Postdoctoral Studies and their graduate program about their plans.

Military Leave

Students who require a leave of absence because of being called to active military duty may request a military leave of absence from the university by submitting their written request to the Office of Graduate and Postdoctoral Studies. If the leave is for two consecutive semesters or fewer, the student does not need to petition for readmission. For students serving a branch of the United States Armed Forces, including the National Guard or Reserve, if the leave is for more than two consecutive semesters but not more than five years, to gain readmission students must notify the Office of Graduate and Postdoctoral Studies of the student's intent to return no later than **August 1** for the fall semester,

December 15 for the spring semester, or **April 1** for the summer semester. Students serving a branch of the United States Armed Forces, including the National Guard or Reserve, will be readmitted in accordance with federal law (20 U.S.C. sec. 1091c; 34 C.F.R. sec. 668.18).

For students serving a branch of the United States Armed Forces, including the National Guard or Reserve, the semesters that a student is on active duty do not count against the time to candidacy, the time to defense, or the time to degree. For all other students taking military leave, the semesters that a student is on leave do not count against the time to candidacy or the time to defense, but do count against time to degree.

Prior to returning to Rice, students should consult with their advisor, advising committee, or director of graduate studies (depending upon the graduate program's advising structure) about an academic plan.

Students must pay a reinstatement fee on their return from an official leave. This reinstatement fee can be found in the [Tuition, Fees, and Expenses](#) (<https://ga.rice.edu/graduate-students/student-services-organizations/tuition-fees-expenses/>) section of the General Announcements.

Medical Leave of Absence

A medical leave of absence allows students to take a semester off from their studies to attend to their health. Medical leave requests do not require the endorsement of the program, but must be approved in the Office of Graduate and Postdoctoral Studies to be in effect.

Medical leaves are intended to allow a student sufficient time to recover from a significant health problem. If a leave is granted after the fourth week of the semester because of a medical issue, the leave generally includes the following term as well (e.g., those initiating exceptional leaves late in the spring semester should expect to be on leave in the summer semester as well). Students requiring a leave of absence for medical reasons may first be allowed to pursue a short-term medical release prior to a leave of absence.

Students considering taking time off for personal reasons related to their wellbeing and mental health are encouraged to contact the Office of Graduate and Postdoctoral Studies to evaluate options, which may include a short-term release, a medical leave of absence, or a medical withdrawal. Students taking a medical withdrawal are encouraged to contact the GPS student support specialist if they wish later to seek readmission. The [Student Wellbeing Office](#) (<https://wellbeing.rice.edu/>) serves as an essential liaison to the medical readmission process, during the leave process, as well as when students are ready to return.

Students returning from a medical leave of absence due to health reasons may be required to provide documentation demonstrating that the student is likely to be successful in their academic endeavors following their return to Rice. The student may be asked to present documentation that the student has been evaluated and has completed follow-up measures recommended by the student's treating health care professional. This may include a statement of the health care professional's credentials, a description of their contact with the student, the evaluation method, the diagnosis, the recommended follow-up measures and the student's efforts to complete them. The student's efforts to complete those follow-up measures will be evaluated to determine whether the student used the time away from Rice to address the issues that necessitated the leave of absence and to acquire skills to facilitate a successful return to Rice.

Petitions must be submitted to the Office of Graduate and Postdoctoral Studies no later than **August 1** for Fall, **November 15** for Spring and **April**

1 for Summer reinstatement. International students should apply earlier to ensure enough time to secure a new visa.

Students may be required to schedule an interview with the director of the Rice Counseling Center (<https://wellbeing.rice.edu/counseling-center/about-us/>) or Student Health Services (<https://health.rice.edu/>) or their designees.

Rules and regulations for nonmedical Leaves of Absence also apply.

Nonmedical Withdrawal and Readmission

A withdrawal is a departure from the university so that the individual is no longer a Rice student and could not return without a formal petition to be readmitted to graduate school. Students who wish to withdraw from Rice during the semester, for any nonmedical reason, are to notify the director of graduate studies of their academic program and the Office of Graduate and Postdoctoral Studies in writing (see [Refund of Tuition and Fees \(https://ga.rice.edu/graduate-students/student-services-organizations/tuition-fees-expenses/#refunds\)](https://ga.rice.edu/graduate-students/student-services-organizations/tuition-fees-expenses/#refunds)). Failure to register before the end of the fourth week of classes in a fall or spring semester without a leave of absence granted by the Office of Graduate and Postdoctoral Studies constitutes a de facto withdrawal. Students who do not register for classes by the deadline in the [Academic Calendar \(https://registrar.rice.edu/calendars/\)](https://registrar.rice.edu/calendars/) have de facto withdrawn. Students may drop their last class without having de facto withdrawn by requesting a leave of absence.

If a registered student fails to engage in any academic work for two months and is unresponsive to all program communication efforts, the graduate program may initiate a de-facto withdrawal on the students behalf through the Office of Graduate and Postdoctoral Studies. If the student continues to not engage with the graduate program or the Office of Graduate and Postdoctoral Studies for another month beyond the initial notification from the graduate program, the student may be withdrawn without a student request.

Students who later wish to resume study after a voluntary or de facto withdrawal must petition for readmission to the university. Petitions must be submitted to the Office of Graduate and Postdoctoral Studies no later than **August 1** for Fall, **December 15** for Spring and **April 1** for Summer readmissions. International students should apply earlier to ensure enough time to secure a new visa.

- The petition must include an academic plan devised in consultation with the student's advisor, advising committee, or director of graduate studies (depending upon the graduate program's advising structure). Academic plan consultations should be initiated at least 3 weeks prior to the petition due date.
- The petition should also include a statement, addressed to the dean of graduate and postdoctoral studies, as to why the student withdrew and would now like to be readmitted.
- Students on academic probation at the time of their withdrawal are not generally eligible to return.
- Readmission requires the recommendation of the department chair and director of graduate studies and the approval of the dean of graduate and postdoctoral studies. Therefore the petition should be reviewed by the department chair and director of graduate study and a written statement of recommendation should be submitted with the petition or emailed directly to the graduate office (graduate@rice.edu).

The semesters that a student is not enrolled do not count against the time to candidacy or the time to defense. They do, however, count against

the time to degree. Readmitted students must pay a readmission fee. This readmission fee can be found in the [Tuition, Fees, and Expenses \(https://ga.rice.edu/graduate-students/student-services-organizations/tuition-fees-expenses/\)](https://ga.rice.edu/graduate-students/student-services-organizations/tuition-fees-expenses/) section of the General Announcements.

Further information is available by contacting the Office of Graduate and Postdoctoral Studies (<https://graduate.rice.edu/people/>).

Medical Withdrawal and Readmission

Graduate students may request a medical withdrawal from the university by applying in writing to the Office of Graduate and Postdoctoral Studies (GPS) at any time during the semester, up until the last day of classes; the withdrawal does not take effect until approved in writing. Email communication is considered to be "in writing." Students withdrawing from the university will or will not receive grades for current courses based on the [Academic Calendar \(https://registrar.rice.edu/calendars/\)](https://registrar.rice.edu/calendars/).

Students considering discontinuing their studies for reasons related to their wellbeing and mental health are encouraged to contact the GPS Office to evaluate options, which may include a short-term release, a medical leave of absence, or a medical withdrawal as described above. Students taking a medical withdrawal are encouraged to contact the GPS Office if they wish later to seek readmission. The [Student Wellbeing Office \(https://wellbeing.rice.edu/\)](https://wellbeing.rice.edu/) serves as an essential liaison to the medical readmission process, during the separation process, as well as when students are ready to return.

Graduate students who wish to seek readmission following a medical withdrawal must submit to the Office of Graduate and Postdoctoral Studies a written petition for readmission no later than **June 1** for the fall semester and **November 1** for the spring semester, and **April 1** for the summer semester.

- This petition must include documentation demonstrating that the student is medically fit to return to Rice. The student may be asked to present documentation that the student has been evaluated and has completed follow-up measures recommended by the student's treating health care professional. This may include a statement of the health care professional's credentials, a description of their contact with the student, the evaluation method, the diagnosis, the recommended follow-up measures and the student's efforts to complete them. The student's efforts to complete those follow-up measures will be evaluated to determine whether the student used the time away from Rice to address the issues that necessitated the leave of absence and to acquire skills to facilitate a successful return to Rice. Students may also be required to interview with the director of the Rice Counseling Center (<https://wellbeing.rice.edu/counseling-center/about-us/>) or Student Health Services (<https://health.rice.edu/>) or their designees.
- The petition must include a letter to the dean stating why the student feels they are ready to return to the University, actions they have undertaken in the interim that could support their return, and specific plans for their follow up treatment in Houston (if applicable).
- The petition also must include an academic plan devised in consultation with the student's advisor, advising committee, or director of graduate studies (depending upon the graduate program's advising structure) and approved by the department chair. Academic plan consultations should be initiated at least three weeks prior to the petition due date.

Students who withdraw for psychological reasons within the last five weeks of any semester are strongly encouraged to focus on their wellbeing needs and will not be eligible to apply for immediate

readmission the following semester. Students who withdraw for psychological reasons while enrolled during the summer session are not eligible to apply for immediate readmission in the fall.

The semesters that a student is not enrolled do not count against the time to candidacy or the time to defense. They do, however, count against the time to degree. Readmission requires the approval of the dean of graduate and postdoctoral studies, and readmitted students must pay a readmission fee. This readmission fee can be found in the [Tuition, Fees, and Expenses](https://ga.rice.edu/graduate-students/student-services-organizations/tuition-fees-expenses/) (<https://ga.rice.edu/graduate-students/student-services-organizations/tuition-fees-expenses/>) section of the General Announcements.

Further information is available by contacting the [Office of Graduate and Postdoctoral Studies](https://graduate.rice.edu/people/) (<https://graduate.rice.edu/people/>).

Involuntary Separation

On rare occasions, the university may insist on a student's involuntary separation from the university if, based on current medical knowledge and the best objective evidence, the dean of graduate and postdoctoral studies or her/his designee determines that:

- The student poses a threat to the safety or welfare of self or other members of the Rice community;
- The student has a serious medical or a psychological condition that the student cannot effectively address while enrolled or that is likely to be severely exacerbated by the Rice academic and/or living environment; or
- The student demonstrates behavior that seriously interferes with the education of other members of the Rice community.

Before placing any student on an involuntary separation for one of the foregoing reasons, Rice will consider if there are alternative measures or reasonable accommodations that would permit the student to remain enrolled while remediating the issues that led to the student being considered for involuntary separation.

Involuntary separations may also occur as a disciplinary sanction when Student Judicial Programs has made a finding that the student violated the Code of Student Conduct, the Honor Code, the Sexual Misconduct Policy, the Weapons Policy, or other relevant policies.

An involuntary separation can be the result of an interim decision or a final decision. An interim decision is usually a summary process that may result in a temporary separation.

A final decision comes after a process that includes notification, opportunity to respond, and opportunity to appeal. It can result in a suspension (i.e., temporary separation) or in an expulsion (i.e., permanent separation), as well as other sanctions.

Readmission Following Involuntary Separation

Following an involuntary separation, graduate students who wish to seek readmission must submit a written petition for readmission to the Office of Graduate and Postdoctoral Studies no later than **June 1** for the fall semester, **November 1** for the spring semester, and **April 1** for summer semester.

Students taking time off due to an involuntary withdrawal are encouraged to contact the graduate student support manager or the [Student Wellbeing Office](https://wellbeing.rice.edu/) (<https://wellbeing.rice.edu/>) about the roadmap back to Rice. The Student Wellbeing Office serves as a liaison to the readmission

process, during the separation process, as well as when students are ready to return.

- The petition should include a letter to the graduate dean stating why the student feels ready to return to the university and actions they have undertaken in the interim that could support their return.
- Petitions must also include an academic plan devised in consultation with the student's advisor, advising committee, or director of graduate studies (depending upon the graduate program's advising structure) and approved by the department chair. Academic plan consultations should be initiated at least three weeks prior to the petition due date.
- Petitions for return following an involuntary medical withdrawal must include documentation demonstrating that the student is medically fit to return to Rice. The student may be asked to present documentation that the student has been evaluated and has completed follow-up measures recommended by the student's treating health care professional. This may include a statement of the health care professional's credentials, a description of their contact with the student, the evaluation method, the diagnosis, the recommended follow-up measures and the student's efforts to complete them. The student's efforts to complete those follow-up measures will be evaluated to determine whether the student used the time away from Rice to address the issues that necessitated the leave of absence and to acquire skills to facilitate a successful return to Rice. Students may also be required to interview with the director of the [Rice Counseling Center](https://wellbeing.rice.edu/counseling-center/about-us/) (<https://wellbeing.rice.edu/counseling-center/about-us/>) or [Student Health Services](https://health.rice.edu/) (<https://health.rice.edu/>) or their designees.
- Graduate students involuntarily separated from the university for violations of the Code of Student Conduct or other disciplinary reasons, including academic misconduct, must also address the elements of their petition enumerated under Academic and Judicial Discipline below and receive approval prior to returning to the university or for the award of a degree (See [Academic and Judicial Discipline](#) (p. 1)). Students should refer to their separation letter for any additional requirements.

Students who are involuntarily separated from the university for psychological reasons within the last 5 weeks of either fall, spring, or summer terms are not be eligible to apply for readmission for the following term.

The semesters that a student is not enrolled do not count against the time to candidacy or the time to defense. They do, however, count against the time to degree. Readmission requires the approval of the dean of graduate and postdoctoral studies, and readmitted students must pay a readmission fee. This readmission fee can be found in the [Tuition, Fees, and Expenses](https://ga.rice.edu/graduate-students/student-services-organizations/tuition-fees-expenses/) (<https://ga.rice.edu/graduate-students/student-services-organizations/tuition-fees-expenses/>) section of the General Announcements.

Further information is available by contacting the [Office of Graduate and Postdoctoral Studies](https://graduate.rice.edu/people/) (<https://graduate.rice.edu/people/>).

Resignation

A student may resign from the university by notifying the dean of graduate and postdoctoral studies in writing. Resignation means the student is withdrawing, is no longer a student at Rice, and cannot return to Rice. A resignation becomes effective when accepted by the dean of graduate and postdoctoral studies. In general, if a student is under investigation or has charges pending for a potential [Code of Student Conduct](https://ga.rice.edu/graduate-students/rights-responsibilities/) (<https://ga.rice.edu/graduate-students/rights-responsibilities/>)

[code-student-conduct/](#) violation academic integrity violation, disciplinary proceedings will terminate upon acceptance of the resignation by the dean of graduate and postdoctoral studies. However, this general rule does not apply if the resigning student has been charged with sexual assault, sexual harassment, dating violence, stalking or any other behavior that could result in expulsion. A student who resigns is not eligible to receive a degree from Rice, even if the student has otherwise met all of the requirements for the degree. A notation will appear on the resigned student's transcript indicating that the student is ineligible to reenroll unrelated to academic or financial reasons.

Nonenrollment Restrictions

Students may not do degree work at Rice or work involving Rice faculty or facilities during any period of nonenrollment—a leave, separation, or withdrawal, except during the period following successful oral defense prior to submission of the final thesis where ongoing registration is not a requirement.

All nonenrolled students must return their student ID to the Office of Graduate and Postdoctoral Studies. All university keys must be returned to the appropriate offices. Participation in student activities on and off campus and use of Rice facilities, including, but not limited to, the student center, the playing fields, the recreation center, and the computer labs, are limited to enrolled students. In addition, nonenrolled students will lose the benefit of enrolling in health insurance.

Nonenrolled students are expected to be away from Rice during the term of the nonenrollment. If the student is employed by Rice at the time of nonenrollment, the student must relinquish such employment or petition the [Office of Graduate and Postdoctoral Studies](#) (graduate@rice.edu) for written permission to continue the on-campus employment; nonenrolled students may not begin employment with Rice during the nonenrollment. Noncompliance with these requirements may delay or prevent readmission.

Name Changes

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

Registration and Courses

See also [Academic Regulations](#) (p. 3).

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 both adding and dropping courses and credit hours. 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 penalty fee per course will be assessed). The student's request to add a course first must be supported and approved by the director of graduate studies 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. The university does not condone grade laundering, and late drops are rarely approved. The student's request to drop a course first must be supported and approved by the student's advisor, the course instructor, and the director of graduate studies or the department chair. Afterward, 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 be assessed a fee and receive a grade of "W" for that course.

Graduate students who 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. For additional information and relevant deadlines, please see the [Academic Calendar](#) (<https://registrar.rice.edu/calendars/>).

These penalty fees can be found in the [Tuition, Fees, and Expenses](#) (<https://ga.rice.edu/graduate-students/student-services-organizations/tuition-fees-expenses/>) section of the General Announcements.

Course Load

Graduate students must secure written permission from the dean of graduate and postdoctoral studies or the designee to register for more than 18 credit hours in a semester, including courses taken elsewhere. Graduate programs may set lower course load maxima. Architecture, business, and music students are not held to this credit hour limit due to their unique curricula.

Degree-seeking graduate students must register for at least three credit hours in a semester or term (See also [Part-time Study](#) (p. 3)).

Course Registration

Currently enrolled students register in April for the fall semester and in November for the spring semester. Students are strongly encouraged to meet with their advisor to discuss their courses for the upcoming semester. Please see the [Drop/Add](#) (p. 11) section above for requirements for adding or dropping a course after the semester has begun.

Course Numbering System

Courses numbered 100-499 are considered undergraduate-level, with the 100-299 sequence classified as lower-level (freshman/sophomore) and the 300-499 sequence classified as upper-level (junior/senior). Courses numbered 500-and-above are considered to be at the post-baccalaureate or graduate-level. Undergraduate and graduate students may, with departmental approval, take certain courses outside their designated level.

Full-Time and Part-Time Status

Undergraduate students must be registered for a minimum of 12 semester credit hours to be considered full-time status. Graduate students on Rice's three semester [Academic Calendar](#) (<https://registrar.rice.edu/calendars/>) must be registered for a minimum of 9 semester credit hours to be considered full-time status. Graduate students on Rice's four term (quadmester) [Academic Calendar](#) (<https://registrar.rice.edu/calendars/>) must be registered for a minimum of 12 semester credit hours to be considered full-time status.

registrar.rice.edu/calendars/) must be registered for a minimum of 6 semester credit hours to be considered full-time status.

Undergraduate students registered for less than 12 semester credit hours are considered part-time status in the fall and/or spring semesters. Graduate students on Rice's three semester Academic Calendar (<https://registrar.rice.edu/calendars/>) registered for less than 9 semester credit hours are considered part-time status. Graduate students on Rice's four term (quadmester) Academic Calendar (<https://registrar.rice.edu/calendars/>) registered for less than 6 semester credit hours are considered part-time status. Undergraduate students living on-campus are expected to be enrolled in at least 6 semester credit hours. Undergraduate students living on-campus and considering part-time status should consult their College Magister and the Office of Academic Advising (<https://oaa.rice.edu/policies-and-procedures/overloads-and-reduced-course-loads/>) for additional information.

Holds

Registration, official transcripts, degree verification, and other administrative processes may be impacted by a hold on a student account. Students may consult the website of the Office of the Registrar (<https://registrar.rice.edu/students/holds/>) to discover why a hold exists and how to resolve the issue. As a business practice, the Office of the Registrar does not remove holds governed by another office or department.

Repeated Courses

Students may repeat courses previously taken; however the record of all attempts and the corresponding earned grades remain on the transcript. Additionally the grades for all attempts are included in both the term and overall grade point average calculations. If students repeat courses previously passed, credit is awarded only for the course with the highest grade. For example, a student took HIST 117 and received a grade of B. The student then repeated HIST 117 and received a grade of A. Both grades—the B and the A—appear on the transcript and are included in the student's GPA; however, the student only receives three credits toward the degree. On the transcript, a repeated course is indicated by one of the following values:

- I – Included in GPA and earned hours
- A – Included in GPA, but excluded from earned hours
- E – Excluded from both GPA and earned hours

Each course attempt will be included in a student's academic history. Under no circumstances will repeated course attempts be removed from a student's academic history or official transcript, nor will a student be retroactively dropped from a course that they completed.

Some Rice University courses may be repeated for credit. They are specifically noted in the Course Offerings (<https://courses.rice.edu>) each semester. If a course may be repeated for credit, each grade appears on the permanent record and is included in the student's grade point average.

If students repeat courses for which they have received either advanced placement or transfer credit, the credit will be removed from the transfer or advanced placement credit. Nor can credit be received twice for students transferring in courses that repeat courses previously completed at Rice. Likewise, students will not receive transfer credit for courses previously completed at Rice with a passing grade, with the exception of courses designated as repeatable for credit. In extraordinary

extenuating circumstances, an exception to the repeat transfer credit rule can be granted by the dean of undergraduates (for undergraduates).

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

Final Examinations in Graduate Courses

Graduate courses, especially those with significant undergraduate student enrollment, should follow the guidelines for undergraduate courses (see Final Examinations section (<https://ga.rice.edu/undergraduate-students/academic-policies-procedures/final-examinations/>)) 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 and included in the syllabus.

Transcript Policies

Rice University provides official hard-copy transcripts and electronic transcripts. Official transcripts are issued only at the request of the student via ESTHER (<https://esther.rice.edu/>) or via the National Student Clearinghouse (https://www.studentclearinghouse.org/secure_area/Transcript/to_bridge.asp). Official transcript requests should be made at least five working days before the desired date of issue. A fee per transcript must be received before a transcript is issued. Expedited transcripts for express delivery will incur an additional fee. See the Tuition, Fees, and Expenses section of the General Announcements for undergraduate students (<https://ga.rice.edu/undergraduate-students/student-services-organizations/tuition-fees-expenses/>) or for graduate students (<https://ga.rice.edu/graduate-students/student-services-organizations/tuition-fees-expenses/>).

Transcripts that have been presented for admission or evaluation of credit become a part of the student's permanent record and are not reissued. Transcripts from other institutions, if needed, must be sent to Rice University directly from the original issuing institution. For additional information and instructions, visit the Transcript Requests (<https://registrar.rice.edu/students/transcripts/>) page of the Office of the Registrar website.

Transfer Credit

Transfer Credit Guidelines

Courses taken at another accredited college or university are not automatically approved for transfer credit. Transfer credit is only granted with the endorsement of the student's graduate program and the approval of the student's major department. Transfer credits are subject to the following restrictions:

- Students must have taken the course at a United States academic institution accredited by a regional accrediting agency, or at a foreign institution accredited by the appropriate agency, such as the government's Ministry of Education.
- Official transcripts from the transfer credit institution must be sent directly from the institution's registrar to the graduate program or hand-delivered in an official sealed envelope.

- All coursework must have earned a grade of at least a C- or the equivalent. Some departments or programs may set a higher standard for transfers. Students may not transfer courses taken Pass/Fail or on a similar basis at other institutions.
- Courses used toward a degree at another institution are not eligible for transfer. Rice University does, however, have some coordinated and dual degree arrangements with other institutions of higher learning that permit the articulation of transfer credit where the credit at the other institutions was used towards a degree. Such arrangements are generally communicated with the student at the time of their admission to Rice.
- To transfer as graduate level equivalents at Rice University, courses must have been taken at the graduate level at the transfer credit institution.
- Students seeking transfer credit must submit a [Graduate Request for Transfer Credit form](https://registrar.rice.edu/sites/g/files/bxs3241/files/inline-files/Graduate%20Request%20for%20Transfer%20Credit.pdf) (<https://registrar.rice.edu/sites/g/files/bxs3241/files/inline-files/Graduate%20Request%20for%20Transfer%20Credit.pdf>) to the graduate program for approval.
- The graduate program must review the credits and identify the comparable course at Rice University and submit a copy of the transcript and the approved Graduate Request for Transfer Credit form to the Office of the Registrar. The Office of the Registrar will submit the transfer request form to the dean of graduate and postdoctoral studies for review and approval.

Non-traditional coursework will not transfer to Rice for credit. This category includes but is not limited to the following: a.) life experience; courses offered by non-collegiate sponsors such as businesses and government agencies, and labor unions, even if evaluated by the American Council on Education (ACE); b.) equivalency examinations (e.g., CLEP); and c.) MOOCs (massive open online courses).

Grades earned for transfer credit are not entered on the Rice transcript, and transferred courses have no effect on a student's Rice grade point average.

All transferable credits from schools utilizing a system other than the semester hour (such as quarter hours or ECTS credits) will be converted to semester hours. In accordance with university guidelines and based on the external transcript, the [Office of the Registrar](https://registrar.rice.edu) (<https://registrar.rice.edu>) will determine appropriate transferable credit hours. In no instance will a course transfer in with credit greater than the semester hour equivalent originally earned for the coursework.

International Transfer Credit

Students seeking transfer credit for courses taken prematriculation and postmatriculation at institutions outside the United States must present a professional course-by-course evaluation of the foreign official transcript. The professional evaluation must verify that the foreign institution is equivalent to a regionally accredited U.S. academic institution and must include an explanation of credits earned (including U.S. semester hour equivalents), grade equivalents, and course levels (lower- or upper-level). Two reliable services with course-by-course evaluations that include this required information are:

- [SpanTran](https://www.spantran.com/) (<https://www.spantran.com/>)
- [Education Credential Evaluators](https://www.ece.org/) (<https://www.ece.org/>)

All professional evaluations should be obtained from one of these two recommended credential services and submitted to the Office of the Registrar (for undergraduate students) or to the degree program (for graduate students). Payment for the professional evaluation is the responsibility of the student.

Coursework Taken While an Undergraduate at Rice

Graduate programs may consider counting graduate courses taken by a student while an undergraduate at Rice as credit toward a graduate degree. Students interested or admitted to a graduate program are advised to communicate actively with the relevant faculty graduate advisor regarding their plans for graduate study. The following guidelines must be followed:

- The course to be transferred is designated on the transcript at the 500-level or higher.
- The courses must be chosen from those that normally satisfy requirements for the graduate degree.
- No course may be used simultaneously to satisfy both an undergraduate and a graduate degree requirement.
- Coursework taken as an undergraduate does not indicate the student's matriculation term for the graduate program—the matriculation term will be the term the student officially enters the program as a graduate student after completing all undergraduate requirements.
- Regardless of the number of graduate courses taken at the undergraduate level, a student must meet the minimum residency requirement of the degree as a graduate student.

Graduate programs may admit advanced undergraduates to a graduate program to seek concurrently the bachelor's and graduate degrees. For additional information, please review the [Undergraduate - Graduate Concurrent Enrollment section](https://ga.rice.edu/undergraduate-students/academic-opportunities/undergraduate-graduate-concurrent-enrollment/) (<https://ga.rice.edu/undergraduate-students/academic-opportunities/undergraduate-graduate-concurrent-enrollment/>) of the General Announcements.

Rice Undergraduates Entering a Graduate Degree Program

Advanced Rice undergraduate students who wish to enter a Rice graduate program should apply for admission through the normal admissions procedures once they have decided to pursue the graduate degree, regardless of the date of their planned undergraduate degree conferral. While the application material requirements of official transcripts and test scores may be waived in these cases, the authority for the waiver rests with the graduate program. Letters of recommendation are still required for admission.

Graduate programs may count courses taken by the students while an undergraduate as credit towards the degree if the credit was not already counted towards the undergraduate degree.

For additional information, please review the [Undergraduate - Graduate Concurrent Enrollment section](https://ga.rice.edu/undergraduate-students/academic-opportunities/undergraduate-graduate-concurrent-enrollment/) (<https://ga.rice.edu/undergraduate-students/academic-opportunities/undergraduate-graduate-concurrent-enrollment/>) of the General Announcements.

Transfer of Graduate Program

Graduate students at Rice are admitted into a specific graduate program. Admissions criteria are program specific; therefore, students who wish

to transfer or add a second degree program must follow the guidelines listed below.

Transferring from Research/Thesis to a Professional/Non-Thesis Program

Students who wish to transfer from a thesis program to a professional/non-thesis degree program must petition their department in writing. Upon recommendation of the department, 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 may be expected to repay some or all of the tuition before their professional degrees are awarded. The graduate program may, at its discretion, allow for courses previously taken toward the unawarded research degree to be applied to the degree requirements for the non-thesis degree.

Transferring from Non-Thesis to Research/Thesis Program Within the Department

A student who wishes to discontinue a non-thesis program and enter a thesis program would be transferring, and would apply through standard processes. Upon recommendation of the department, the request for admission is sent to the Office of Graduate and Postdoctoral Studies for consideration and final approval. Some students may become eligible for tuition waivers in subsequent semesters. Tuition waivers will not be awarded retroactively. The graduate program may, at its discretion, allow for courses previously taken toward the unawarded non-thesis degree to be applied to the degree requirements for the research degree. Students who wish to continue graduate study towards another degree after completing a non-thesis degree program must apply for admission into the research/thesis degree program. This is not a transfer; degree programs terminate when the requirements for that degree are completed.

Transferring to Master's Program (Non-Thesis or Thesis) as a Result of Dismissal from Doctoral Program

A graduate program may offer a non-thesis or thesis master's opportunity to students who are being dismissed from a doctoral program. If the student accepts the master's opportunity, the graduate program would follow internal procedures and notify the Office of Graduate and Postdoctoral Studies of the change in degree program. Tuition will not be charged retroactively for courses already completed. If the student declines the master's opportunity, the student will be dismissed without a degree awarded. Students who are dismissed from a doctoral program are not eligible for admission to other doctoral programs at Rice.

Transferring Departments

Students in good standing and not on academic probation who wish to transfer their graduate program to a graduate program in another department must apply for admission to the new department's degree program using the online graduate application system. They must state in the application that they are currently a graduate student in another program at Rice and provide a current Rice transcript. The application must be vetted through the regular admissions process. In addition to admission to the new graduate program, applications for a transfer must also be approved by the dean of graduate and postdoctoral studies.

Second Degree Programs at Rice

Graduate students may enroll in a second graduate degree program only after applying and being admitted to the second degree program and only with the approval of their home academic department and the dean of graduate and postdoctoral studies. With the exception of coordinated

degrees explicitly identified in the General Announcements, no course or credit hour may be used to satisfy the degree requirements of more than one degree. Students enrolled in more than one degree program will only be responsible for tuition for one graduate program, whichever is their primary curriculum. Graduate students seeking concurrent enrollment at another institution should review the section under [Concurrent Enrollment at Another Institution](#) (p. 3).

Students who earn a Rice graduate certificate credential may reuse credits earned toward the graduate certificate credential toward a Rice graduate degree.

Veterans Information

Qualified veterans, dependents of deceased or disabled veterans whose death or disability is a direct result of their military service, or dependents in receipt of transferred benefits from a veteran may be eligible for VA educational benefits under one of the following programs while attending Rice University:

- Chapter 30: Montgomery G.I. Bill® - Active Duty/Discharged
- Chapter 31: Vocational Rehabilitation
- Chapter 32: Veterans Educational Assistance Program (VEAP)
- Chapter 33: Post 9/11 G.I. Bill®
- Chapter 35: Dependents Education Assistance
- Chapter 1606: Montgomery G.I. Bill® - Selected Reserve
- Chapter 1607: Reserve Education Assistance Program (REAP)

Rice University does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet student financial obligations to Rice University due to the delayed disbursement funding from VA under Chapter 31 or Chapter 33 (other than those that may be required by the particular aid program itself). Rice University may require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement. In some cases, the student may be required to submit a Free Application for Federal Student Aid (FAFSA).

If you qualify for state or federal education benefits through military service and payment to the school is delayed, you may be eligible for a 60 day deferment of tuition and fees to avoid late fees and/or being dropped from classes. The deferment request form is available here: <https://www.tvc.texas.gov/wp-content/uploads/2017/09/HB-846-Form-Fillable.pdf>. Submit the completed form to the Office of the Registrar.

At Rice University, veterans' benefits are managed through the Office of the Registrar. This office assists all veterans and their dependents who wish to receive Veterans Administration (VA) educational benefits.

Please see the [Military at Rice \(https://military.rice.edu/\)](https://military.rice.edu/) website regarding the documentation required to obtain educational allowances from the VA.

Veterans who are planning to attend the university should contact Rice University's [Veterans Affairs Representative \(registrar@rice.edu\)](mailto:registrar@rice.edu) at least two months before the date of entry. Such time is required to expedite the processing of paperwork for educational allowances from the VA.

For certification of benefits, undergraduate students must be registered for a minimum of 6 semester credit hours (half-time status). Graduate students on Rice's three semester [Academic Calendar \(https://](#)

registrar.rice.edu/calendars/) must be registered for a minimum of 9 semester credit hours (full-time status). Graduate students on Rice's four term (quadmester) *Academic Calendar* (<https://registrar.rice.edu/calendars/>) must be registered for a minimum of 6 semester credit hours (full-time status). Additional information regarding registration can be found under the *Registration* section for *undergraduate students* (<https://ga.rice.edu/undergraduate-students/academic-policies-procedures/registration/>) and the *Registration and Courses* section for *graduate students* (p. 1).

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