FALL 2016

August

Weds. 8/10: Tuition due for all students.
Sun. 8/14 - Fri. 8/19: Orientation week for new students.
Mon. 8/22: FIRST DAY OF CLASSES - 1PM ALL-SCHOOL MEETING

September

Fri. 9/2: Last day for: late registration, adding courses, ‘audit’ designation, withdrawal with 100% refund.
Mon. 9/5: Labor Day Holiday - No scheduled classes.

October

Fri. 10/7: Last day to drop courses.
Mon. 10/10 - Tues. 10/11: Midterm Recess - No scheduled classes.
Fri. 10/28: Last day to: designate a course as ‘pass/fail;’ (Undergrads only: file an application for a May 2016 degree conferral with the Office of the Registrar.

November

Weds. 11/16: Spring registration open for all currently enrolled students.
Fri. 11/18: Last day to: register for Spring 2017 without a Late Registration Fee.
Thurs. 11/24 - Fri. 11/25: Thanksgiving Recess - No scheduled classes.
Mon. 11/28: PENCILS DOWN / PLOTTING UP
Tues. 11/29 - Fri. 12/2: JURY WEEK - FINAL REVIEWS

December

Tues. 11/29 - Fri. 12/2: JURY WEEK - FINAL REVIEWS
Fri. 12/2: Last day of classes
Wed. 12/7 - Wed. 12/14: Final Examinations
Fri. 12/16: STUDIO CLEAN-OUT

SPRING 2017

January

Tues. 1/10: Tuition due for all students.
Mon. 1/9: FIRST DAY OF CLASSES - 1PM ALL-SCHOOL MEETING
Mon. 1/16: MLK, Jr. Day - No scheduled classes.
Fri. 1/20: Last day for: late registration, adding courses, ‘audit’ designation, withdrawal with 100% refund.

February

Thurs. 2/9 - Fri. 2/10: Spring Recess - No scheduled classes.
Fri. 2/24: Last day to: drop courses; file an application for a May degree conferral with the Office of the Registrar; (M.Arch. only:) File thesis master’s candidacy petitions, or certification of non-thesis master’s, in the Office of Graduate and Postdoctoral Studies for May 2015 degree conferral.

March

Sat. 3/11 - Sun. 3/19: Spring Break - No scheduled classes.
Fri. 3/24: Last day to designate a course status as ‘pass/fail.’

April

Mon. 4/12: Fall 2017 registration open for all currently enrolled students.
Fri. 4/14: Last day to register for Fall 2017 without a Late Registration Fee.
Mon. 4/17: PENCILS DOWN / PLOTTING UP
Tues. 4/18 - Fri. 4/21: JURY WEEK - FINAL REVIEWS
Fri. 4/21: Last day of classes
Wed. 4/26 - Wed. 5/3: Final Examinations
Programs of Study

Bachelor of Arts in Architecture & Bachelor of Architecture

Students admitted to the university as architecture majors must first complete four years (eight semesters) of the B.A. program (architecture major) before applying to the B.Arch. program in their senior year. If admitted, they are assigned a preceptorship with an architectural firm for a one-year period, after which they return to Rice to complete the B.Arch. degree program (two additional semesters).

Course Requirements

<table>
<thead>
<tr>
<th>Course Number and Name</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Studios 48 Credit Hours NAAB Realms A,B,C</td>
<td></td>
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<tr>
<td>Arch 101: Principles of Architecture I</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Arch 102: Principles of Architecture II</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Arch 201: Principles of Architecture III</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Arch 202: Principles of Architecture IV</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Arch 301: Intermediate Problems in Architecture I</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Arch 302: Intermediate Problems in Architecture II</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Arch 401: Advanced Topics in Architecture I</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Arch 402: Advanced Topics in Architecture II</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>History &amp; Theory 15 Credit Hours NAAB Realm A</td>
<td></td>
<td></td>
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<tr>
<td>Arch 225: Architecture History &amp; Theory I</td>
<td>3</td>
<td>1</td>
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<tr>
<td>Arch 345: Architecture History &amp; Theory I</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Arch 346: Architecture History &amp; Theory III</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Arch 352: Architecture History &amp; Theory IV</td>
<td>3</td>
<td>6</td>
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<tr>
<td>Arch 403: Degree Project Seminar</td>
<td>3</td>
<td>7</td>
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<tr>
<td>Technology 12 Credit Hours NAAB Realm B</td>
<td></td>
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<tr>
<td>Arch 207: Technology I</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Arch 309: Technology II</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Arch 314: Technology III</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Arch 316: Technology IV</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Total credit hours for major</td>
<td>75</td>
<td></td>
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<tr>
<td>+ 55 General University credits = 130 total credits</td>
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</tbody>
</table>

Degree Requirements for a BArch

<table>
<thead>
<tr>
<th>Course Number and Name</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice 33 Credit Hours NAAB Realm C</td>
<td></td>
<td></td>
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<tr>
<td>Arch 423/623: Professionalism and Management*</td>
<td>3</td>
<td>11,12</td>
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<tr>
<td>Arch 500: Preceptorship - Autumn</td>
<td>15</td>
<td>9</td>
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<tr>
<td>Arch 500: Preceptorship - Spring</td>
<td>15</td>
<td>10</td>
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<tr>
<td>Design Studios 20 Credit Hours NAAB Realms A,B,C</td>
<td></td>
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<tr>
<td>Arch 601: Architectural Problems</td>
<td>10</td>
<td>11</td>
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<tr>
<td>Arch 602: Architectural Problems</td>
<td>10</td>
<td>12</td>
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<tr>
<td>Electives 12 Credit Hours Minimum</td>
<td></td>
<td></td>
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<tr>
<td>1:</td>
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<td>3:</td>
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<tr>
<td>4:</td>
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<tr>
<td>Total credit hours for major (in addition to 130 total BA credits)</td>
<td>65</td>
<td></td>
</tr>
</tbody>
</table>

Grades

Incomplete Grades in a Required Architecture Course

A grade of incomplete can be given in accordance with the regulations of the University General Announcements and typically can be granted when a student fails to complete a course because of verified illness or other circumstances beyond the student’s control.

The professor should specify in writing the work to be completed and determine a deadline for the completion of all work. The student must acknowledge in writing his or her understanding of these requirements. These notes should be copied to the relevant Director of Undergraduate Studies or Director of Graduate Studies.

For an incomplete received in a required architecture course in the Fall semester, all remaining work must be completed, turned in, and a revised grade submitted by 5pm the Friday before the first week of the Spring Semester. For an incomplete received for a required architecture course in the Spring semester, all remaining work must be completed, turned in, and a revised grade submitted by 5pm the Friday five weeks following the final week of classes. Earlier due dates can be specified at the discretion of the instructor.

Probationary Status

As per the General Announcements, students are placed on academic probation at the end of any semester if: their grade point average for that semester is less than 1.67, or their cumulative grade point average is less than 1.67 (this requirement is waived if the grade point average for that semester is at least 2.00). Within their major, any grade of C+ or lower in a required course places a student in probationary status in regards to the Architecture Major or the B.Arch. Students are expected to address the issues leading to such a grade in the following semesters; otherwise continued study within the Architecture may not be allowed.

The period of probation extends to the end of the next semester in which the student is enrolled. Students on probation (academic or other disciplinary matters) may not be candidates for, or hold, any elected or appointed office, nor are they allowed to enroll in more than 17 semester hours.
Student Guidelines

New Students

Incoming undergraduate students will be assigned appointments during the first week of classes. You will be permitted to register several days before classes begin, but you should wait until the first week of classes to finalize your schedule.

Orientation

An introductory meeting and discussion between incoming undergraduate students will be held during orientation week, followed by an All-School Meeting on the first day of classes. **ALL STUDENTS MUST ATTEND THE ALL-SCHOOL MEETING, AT 1:00 PM THE FIRST DAY OF CLASS, IN FARISH GALLERY.**

Advising

Advising of students regarding the Major requirements and progress in the program is done by the Director of Undergraduate Studies, who also serves as a Divisional and Departmental Advisor, and also each student’s semester studio faculty. The university office of Academic Advising (oaa.rice.edu) offers many valuable resources and services to all students.

Approval for Major of B.A. in Architecture

Upon completion of the spring of the second year of architectural studies, a faculty committee assesses academic performance to determine whether to approve the student for the major of a B.A. in Architecture. This committee consists of the Director of Undergraduate Studies and the first two years of design studio instructors, with input from other course instructors as necessary. The committee’s recommendations are forwarded to the Dean and subsequently submitted to the Registrar and a letter is sent to the student.

Architecture students do not need to conform to the general university deadline for the declaration of Major; the RSA will automatically request that the Register defer such deadlines. Instead, students should print and complete all necessary sections of the Declaration of Major form and turn it in to the RSA Main office by noon the Friday immediately before the spring Mid-Term Break.

The decision to approve a student for the major is based on overall academic record, progress in completing University graduation requirements, standing within the Major over the previous four semester. Any grade in the C range indicates significant problems. Three grades in the C range in any course required for the Major will automatically make a student ineligible for further pursuit of the Major. However, the School can deny further pursuit of the Major for fewer grades in the C range, and/or for other reasons, such as overall GPA in the Major, disciplinary or behavioral issues, or unsatisfactory performance.

In exceptional circumstances, for example in cases of health, the committee may recommend the approval for the Major be deferred to the end of 5th semester of architectural study. In these cases, a letter will be written to the student delineating the expectations and conditions of deferment and the committee will meet again at the end of the 5th semester to decide on whether to approve the Major.

If a student is approved for the Major, he or she follows the B.A. in Architecture sequence and completes any remaining University graduation requirements.

Application to the B.Arch. Program

Students wishing to pursue the professional degree in architecture (B.Arch.) may apply for admission to the Bachelor of Architecture program at the beginning of the spring semester of their fourth year. The program is only open to students who have successfully completed the undergraduate pre-professional architecture program at Rice (B.A. in Architecture).

The application to the B. Arch. program consists of a portfolio of design work and a completed application form, due by noon on the first day of the spring semester. Students are also required to designate one professor within the RSA as a reference for the application, though no formal letter of reference is required. The student’s overall academic record and transcript will also be considered as part of the application process.

Acceptance to the B. Arch. Program is determined by a committee consisting of the Director of Undergraduate Studies, the Director of External Programs, and faculty teaching in the third and fourth year of the sequence, with approval of their recommendations by the Dean. A pattern of grades within the Major of B- or lower, and especially in studio courses, or an overall GPA of B- or lower automatically disqualifies a student for admittance to the program. However, the RSA may reject an application based on other criteria such as overall GPA, disciplinary or behavioral issues, the portfolio, or letter, or any combination thereof.

Application to RSA Paris (RSAP)

The option of spending a semester, fall or spring, at RSA Paris, is open to returning Fifth Year students and advanced graduate students. Applications are due for both fall and spring semesters of the following academic year by the fifteenth of February. Decisions are made by a faculty committee, chaired by the Director of External Programs, and are announced by the last day of March. Information sessions on the program are held each semester. For more information contact the Director of External Programs, John Casbarian.

Leave of Absence during B.A. (first 4 years of program)

Leaves of Absence from the Architecture Program will be granted only in special circumstances, typically for health related or other issues beyond a student’s control or similar reasons. Requests for a leave must be made in writing to the Director of Undergraduate Studies as soon as the need arises. The decision to grant a leave from the architecture program will be made by the Director of Undergraduate Studies in consultation with the Dean of Architecture and other relevant parties, such as the University’s Dean of Undergraduates. Students who do not follow these procedures or who take a leave without permission of the School of Architecture will be considered to have resigned from the program and must reapply, contacting the Director of Undergraduate Studies, in order to return.
If the student will also request leave from the University, she or he should follow all policies and procedures as listed in the General Announcements and contact the office of the Dean of Undergraduates. International students should also contact OISS. Note that permission for a Leave from the Architecture Program and from the University in general are distinct determinations; therefore students applying for a leave from the University must additionally apply to the School of a leave from the Architecture program.

In all cases, students are responsible for ensuring that they complete and turn in required materials by the specified deadline.

Leave of Absence during B.Arch./Preceptorship (last 2 years of program)
A central requirement of the B.Arch. program is that students return to Rice for their final year of study the semester immediately following the completion of the Preceptorship. Moreover, in accepting a preceptorship assignment, each student commits to return the semester immediately following the Preceptorship year. Therefore, requests for a Leave of Absence between the end of fourth year and the start of the assigned Preceptorship, or between the Preceptorship and the final year of course work will be granted only under the most extraordinary of circumstances. Such requests need to detail a condition or situation beyond a student’s control or ability to foresee that makes it impossible to satisfactorily complete the program in the prescribed timeframe. Additional work experience, of any nature, is not acceptable grounds for requesting leave of absence.

If a student anticipates any reason that he/she may not be able to complete the two-year sequence as stipulated the student must notify the Director of External Programs and the Director of Undergraduate studies in writing prior to the assignment of the Preceptorship.

BArch requesting a Leave from the B.Arch. program must additionally request a leave from the University. B.Arch. students are governed under the same rules as regular undergraduates regarding requesting leaves as described in the General Announcements in the academic year the student starts the B. Arch. Program. Note that permission for a Leave from the Architecture Program and from the University in general are distinct determinations; therefore students applying for a leave from the B. Arch. Program must additionally apply for a Leave to the Dean of Undergraduate studies.

A copy of all material requesting a leave from the University, along with a detailed letter describing the grounds for requesting such a leave should be sent to the Director of Undergraduate Studies and the Director of External Programs. Additional information such as a medical report from the attending physician can be included and may be required by the RSA. The determination to grant or deny the request is made by the Director of Undergraduate Studies, the Director of External programs and the Dean of the School of Architecture. Students who do not follow these procedures or who take a leave without permission of the School of Architecture will be considered to have resigned from the B.Arch. program and must reapply to the School in order to return.

Registration
Detailed information and links can be found at: registrar.rice.edu/students/registration.
- Select your courses from the online catalog.
- Check the schedule to see when you can begin registering for classes.
- Reaffirm your commitment to the Honor Code.
- Verify that there are no holds on your account.
- Register within the first week of registration to avoid a late fee.

Transcripts
Official transcripts can be obtained from the Office of the Registrar: registrar.rice.edu/transcripts.

Unofficial transcripts can be printed via esther.rice.edu.

Academic Suspension and Judicial Discipline
All RSA undergraduates are governed at all times by Rice's Student Code of Conduct and regulations of the student handbook and by the disciplinary processes as detailed by the Dean of Undergraduates Office and available at: students.rice.edu/students/Student_Handbook1.asp. Regulations on academic or behavioral suspension are also listed in the General Announcements at ga.rice.edu.

Graduation Procedures
Detailed information and links can be found at: registrar.rice.edu/students/grad_prep.

Students who have met all requirements for their degree program must do the following before Friday, October 28th of the fall before their intended graduation:
- Meet with their advisor and file a degree audit
- Apply for a degree through the Registrar’s office or the link above.
Programs of Study

There are three program options at the Master level: Master of Architecture Options 1 and 2, and Master of Arts in Architecture Option 3.

Option 1: seven-semester M. Arch. program

Offered to individuals who hold a four-year undergraduate degree with a major in a field other than Architecture or a major in Architecture with fewer than four semesters of architectural design studio. In order to graduate students in this program must complete, in addition to 6 semesters of design studios, a curriculum of 43 credit hours, plus 27 credit hours of free electives, including a design thesis (or, in some select cases, an additional design studio) for a total of 130 credits.

Option 2: five-semester M. Arch. program

Offered to individuals who hold a four-year undergraduate degree with a major in Architecture. In order to graduate, students in this program must complete, in addition to 4 semesters of design studios, a curriculum of 37 credit hours, plus 15 credit hours of free electives, including a design thesis (or, in some select cases, an additional design studio) for a total of 92 credits.

Option 3: three-semester M.A. in Architecture program

Present Future is a concentrated undertaking culminating in a Master of Arts in Architecture degree. The program is structured around a three-semester-long exploration of a topic led by an RSA faculty member. Subjects are of contemporary importance and are framed by a 3-credit pro-seminar in the first term, a 12-credit collective thesis in the second term, and a concluding seminar in the third semester.

In addition to free electives, each semester includes additional required credits that are appropriate to the selected topic, bringing the total credit hours to 39. The program’s student body includes those with backgrounds in architecture as well as other fields: individuals with B.A., B.S. equivalent, or more advanced degrees in architecture or other disciplines are invited to apply. Coursework includes offerings from the School of Architecture and other departments across Rice University.

M.Arch. Thesis Requirement

In their penultimate semester, all Masters of Architecture students take a pre-thesis seminar in which they articulate an ambition and envision its architectural specificity. While some students do an additional studio in their final semester at Rice, the students accepted to undertake an independent thesis hone their proposals and evolve their design projects under the guidance of an individual faculty director. In early January, the thesis projects are reviewed by a panel of eminent jurors in a public forum that engages the entire school. In short, the RSA starts each new year with a batch of new visions.

For students who wish to remain enrolled for an extra semester in order to complete the written portion of thesis while retaining “active” student status, the Thesis Written Document course can be taken in the spring semester. Students electing this option will be required to enroll in ARCH 730: Thesis Written Document and pay a nominal fee ($300. for 2016) not covered by RSA financial aid packages. During this semester, students will be officially enrolled in the university, retain Rice email, net id and library access, and will be eligible for Rec Center membership and health insurance. These students will not be able to enroll in additional Rice courses without paying full tuition. Further, due to space limitations, the School of Architecture cannot guarantee office/ desk space for this additional semester. Students who wish to take this extension must decide at the beginning of the fall semester.

Grades

To remain in good standing with the university a graduate student must maintain an overall GPA of 2.67 (B-). In the School of Architecture, a student must maintain a 3.5 (B+) average to retain financial aid. If a student’s GPA falls below 2.33 for any one term or if the student’s overall GPA falls below 2.67, the student will be placed on probation for the following fall or spring semester. If, at the end of the probationary semester, the student GPA is still below the minimum threshold, the student

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Graduate Students

will be asked to withdraw from the RSA and the university. This minimum standard applies to individual required courses as well. A required course cannot be counted toward graduation if the grade falls below B- (2.67).

The RSA faculty regularly monitor a student’s course progress each semester, and are required to notify the student and the Director of Graduate Studies in writing if a student’s performance falls below a course’s minimum requirements. The Director will meet with students who fail to meet satisfactory progress in the program in order to determine a plan for improvement.

Incomplete Grades in a Required Architecture Course
A grade of incomplete can only be given in accordance with the regulations of the University General Announcements and typically can be granted only when a student fails to complete a course because of verified illness or other circumstances beyond the student’s control.

The professor should specify in writing the work to be completed and determine a deadline for the completion of all work. The student must acknowledge in writing his or her understanding of these requirements. These notes should be copied to the Director of Graduate Studies. For an incomplete received in a required architecture course in the fall semester, all remaining work must be completed by 5pm the Friday before the first week of the spring Semester. For an incomplete received for a required architecture course in the spring semester, all remaining work must be completed by 5pm the Friday five weeks following the final week of classes. Earlier due dates can be specified at the discretion of the instructor.

Student Guidelines

New Students
New Students are required to arrive the week before classes begin for orientations, advising and course selection. You will be permitted to register several days before classes begin, but you should wait until the first week of classes to finalize your schedule. Please refer to the Office of Graduate and Postdoctoral Studies’ website for important information regarding mandatory University orientation and a new student checklist: graduate.rice.edu/afteradmissions.

ALL STUDENTS MUST ATTEND THE ALL-SCHOOL MEETING, AT 1:00PM THE FIRST DAY OF CLASS, IN FARISH GALLERY.

Incoming students are assigned a mentor, a fellow graduate student, who will help them acclimate to RSA during their first year. Please feel free to ask your mentor questions pertaining to the RSA, the university, and even the city. Your mentor will contact you prior to the beginning of your first semester.

Advising
Each graduate student’s academic progress is documented and tracked by the Graduate Coordinator and by the Director of Graduate Studies. New graduate students must meet with the Director of Graduate Studies for advising during the week before classes begin. The Graduate Coordinator will contact you regarding a meeting time. All continuing Graduate Students are responsible for scheduling an annual advising appointment with the RSA Graduate Coordinator and Graduate Director during the first week of classes each academic year. During this meeting you will be able to review your program requirements, ensure that adequate progress has been made toward your degree and discuss course registration for the upcoming academic year. The annual advising meeting provides the opportunity for every student to review his/her academic progress at least once per year, but you are welcome to set up an appointment to review your degree requirements at any time.

Registration
Detailed information and links can be found at: registrar.rice.edu/students/registration.
If you are eligible to register for an Option studio, including Totalization, please attend the Options Studio presentations after the All School Meeting on the first day of classes. Students will submit their preferences and studio assignments will be posted shortly thereafter. The selection process will take into consideration each student’s previous studio assignments.

For all other courses, register through ESTHER.

Course Waivers
Occasionally, at the discretion of the department, certain courses can be waived if a similar course has been successfully completed at another institution. Design studios and many other architecture classes do not fall into this category and must be completed within the RSA in order to be applied toward your degree.

Students wishing to waive a course should complete a waiver form (found in the Resources section of the RSA Graduate Studies OWL-Space site), choose a substitute course within the same distribution category, and submit the waiver to the professor teaching the waived course for approval. The waiver must be accompanied by an official transcript and, if requested by the professor, a course syllabus. Once approved, return the form to the Graduate Coordinator for final approval by the DGS.

Independent Study
Credit Guidelines:
- Three Credit Hours: Course workload should be equivalent to a 3-hour seminar. Faculty/student contact should be a minimum of ten hour-long meetings during the semester. There must be reasonable student preparation for each meeting, and the student must produce a final project. The final project can be a paper, a design project or an exam.
- Two Credit Hours: Course workload should be equivalent to a 2-hour seminar. The student must have at least 8 hour-long meetings plus produce a final project.
- One Credit Hour: Course workload should be equivalent to a 1-hour seminar. The student must have at least 5 hour-long meetings plus produce a final project.
The final projects for 2 credits or 1 credit will be of the same type as that for 3 credits, only of a reduced scope.

An Independent Study Information Form, including a proposal, must be completed and turned in to the Graduate Coordinator before a student may register for Independent Study. Please note: this form must be submitted no later than 5pm on the first day of classes. All Independent Study must be approved and signed by the faculty member involved and the Director of Graduate Studies. The Independent Study form can be found in the Resources section of the RSA Graduate Studies OWL-Space site.

**Application to RSA Paris (RSAP)**
The option of spending a semester, fall or spring, at RSA, Paris, is open to returning Fifth Year students and graduate students in their final year before thesis, including those opting out of thesis to take studio. Applications are due for both fall and spring semesters of the following academic year by the fifteenth of February. Decisions are made by a faculty committee, chaired by the Director of External Programs, and are announced by the last day of March. Information sessions on the program are held each semester. For more information contact the Director of External Programs, John Casbarian.

**Financial Aid**
A number of admitted students are awarded tuition waivers and/or stipends. Should additional financial aid become available, an announcement will be made at the beginning of each fall semester asking students in need of support to submit an application. Continuing financial aid is dependent on satisfactory academic performance as defined by the School of Architecture. A cumulative GPA of less than 3.5 can result in a reconsideration or loss of financial aid.

**Leave of Absence, Medical Leave, and Voluntary Withdrawal**
Graduate students observe the same holiday schedule as posted by Rice University.

Active participation in academic activities at the RSA is required. Absences other than medical and family emergencies must be approved by the student's faculty in advance. Notification of medical or family emergencies must be received in as timely a manner as possible, depending upon the specific situation. Unapproved absences from required academic activities for two consecutive weeks could result in termination of financial support and enrollment in the program.

Students in good standing may request a Leave of Absence from the university for one semester. That leave is granted by the university Office of Graduate and Post-Doctoral Studies and must be approved by the Director of Graduate Studies in the School of Architecture. This form of leave is typically granted to students for personal reasons or to pursue extraordinary educational opportunities. This leave is typically not granted for the sole purpose of working in an Architectural office or to students who are underperforming academically.

Short Term Medical and Parental Leave may be granted if a graduate student cannot fulfill the duties of his or her appointment due to a medical emergency or the adoption or birth of a child. This form of leave is usually limited to a maximum of 6 weeks. Complete guidelines for obtaining this form of leave are available at: graduate.rice.edu/leaves.

Students needing to leave the university for longer periods of time or students who decide to take time off to address academic problems must voluntarily withdraw from the university. Any student who has withdrawn must reapply for admission to the University and be approved by the Director of Graduate Studies and the university office of Graduate and Post-Doctoral Studies. Because the student has terminated his/her relationship with the university original offers of advanced standing and financial aid are no longer in force.

Masters students are required to complete their program, including thesis presentation, within five years of their initial enrollment. Students have a limit of six additional months from the date of their defense to submit their theses in the Office of Graduate and Postdoctoral Studies. These university-enforced enrollment time limits include any period in which the student was not enrolled or enrolled part-time, for whatever reason, including any time taken as an approved leave of absence.

**Transcripts**
Official transcripts can be obtained from the Office of the Registrar: registrar.rice.edu/transcripts. Unofficial transcripts can be printed via esther.rice.edu.

**Petitions, Appeals, Grievances**
The two most common grounds for dismissal of a graduate student are inadequate academic progress, or a disciplinary violation resulting in a University sanction. Guidelines have been adopted to assure fairness in problem resolution for graduate students at Rice University. The first goal is to obtain compliance with Rice’s policies while striving to uphold standards and raise the quality of graduate programs. The second goal is to provide graduate students with an environment that has high standards, clear assessments of their achievements, and fair and transparent procedures for handling cases of inadequate academic progress. Please refer to the following website for the guidelines: graduate.rice.edu/discipline.

**International Student Visas, CPT, and OPT**
International students must maintain an F1 Visa in good standing to study at Rice. Practical guidance for International students is available through OISS (Office of International Studies and Students, oiss.rice.edu) at Rice. International students are encouraged to contact this office for questions regarding student visas and related matters.

Visa laws and procedures are strictly enforced by the Department of Homeland Security and the University must operate within those guidelines. International students are granted F1 Visas to study in the United States. The F1 Visa is good for the official length of time of the program of study, as long as the student is attending full time. Students are expected to complete their studies by the expiration date on the I20 Form.
The length of the three programs (Option I, Option II, and Option III) is 7, 5, and 3 semesters respectively. Normally these programs finish after the fall semester. Typically students have approximately 60 days before their visas expire. However, the School of Architecture has recently restructured the Thesis Program and added an optional course of study in the spring (ARCH 730 Written Thesis Document). Option I and II Students may enroll in this course and extend their course of study an additional semester.

There are two work related programs that students with F1 Visas may apply for: CPT and OPT (Curricular Practical Training and Optional Practical Training). CPT allows students to gain employment training and to work in paid internship positions as part of an off campus component of their academic program. Students cannot work full time while attending school, so this is commonly done during the summer break. Students enroll in ARCH 711 (Special Problems) for the employment period (e.g. summer break) and submit the “Course Instructor Verification Memo” to OISS. In order to qualify for the program students must provide verification of a position from the employer (letter); enroll in ARCH 711 (Special Problems) for the employment period (e.g. summer break); and submit the “Course Instructor Verification Memo” to OISS.

Students can also work through the OPT Program for up to one year after completion of their academic program. Students can apply for this program before they have a specific job offer. Tutorials for application for both CPT and OPT as well as online forms are available at the OISS website: OISS.rice.edu.

To recapitulate: an international architectural student may attend Rice for the duration of their program (3.5, 2.5, or 1.5 years). During this time he/she may enroll in CPT during the summers. Option I and II students may extend their programs an additional semester by enrolling in ARCH 730. In their last semester of study, students can apply for OPT for up to one additional year of internship. In April of that internship year, students can apply for a green card to extend employment indefinitely with the co-operation of their employer. It is also possible for students in any program to apply for a green card, but only during the month of April, immediately preceding the first year of employment.

Students who are finishing their year of OPT or any students that has graduated can continue to work indefinitely with the H1B Work Visa. The employer must petition for the H1B Visa. The petition can only be made during the month of April and there is a cap on the number granted each year. Any individual can apply for permanent residency (Green Card) at any time, however the requirements are much more stringent and involve much more processing time and fees.

Research and Teaching Assistantships

The RSA requires graduate students to assist a faculty or staff member in return for receiving financial aid (see offer letter). Research Assistants typically assist faculty with research or assist in the shop, digital fabrication lab, or the office of events and publications. The RSA also has a limited number of paid Teaching Assistantships available in History Theory and Technology. Students are asked to submit a form at the beginning of each school year indicating what type of teaching assistantship they would prefer for the upcoming year. Assistantships do not exceed ten hours per week.

Masters’ Degree/Graduation Procedures

Candidacy and Thesis Submittal

The Graduate Coordinator will distribute The Certification for Approval of Candidacy form, which is to be submitted to the Office of Graduate and Postdoctoral Studies on or before noon of November 1. The guidelines for thesis submittal are available online: graduate.rice.edu/thesis. It is important that you refer to these guidelines carefully and frequently.

After your thesis oral defense your Master’s candidacy approval form must be signed by the committee and then submitted to the Graduate Coordinator, who will send a copy to the Office of Graduate and Postdoctoral Studies, indicating that you have met the requirements and successfully defended your thesis. When the thesis is submitted on or before April 24, the Registrar and Cashier’s Office are notified and student status is duly noted as meeting requirements to graduate in May.

The deadline for submission of the thesis to the Office of Graduate and Postdoctoral Studies is APRIL 24 for architecture students.

Candidacy for non-thesis Masters Students

Students may petition to opt out of the design thesis studio. In lieu of the design thesis studio, students will enroll in one Option Studio and one additional course. Because the thesis studio is a 13 credit hour course, the student must take a 3-hour course in addition to a 10 hour design studio in order to meet the hours needed for graduation. All students are required to take the pre-thesis seminar, even if they plan to opt out of the design thesis. Failure to successfully pass pre-thesis means that the student must take an additional 3-hour course in order to fulfill degree requirements.

Commencement

The Office of the President sends the graduation schedule and information to each student in mid-March of their final year.
Both students and faculty members are expected to be in studio for full designated course times, unless otherwise specified. Attentiveness and Responsiveness: Both students and faculty members are expected to be in studio for full designated course times, unless otherwise specified.

Mutual Respect: Faculty and student should treat each other with professional courtesy. Constructive criticism and disagreements are a desirable part of the architectural education, as it is often through critique and dissent that students begin to develop their positions as designers. However, maintaining civility in such interactions is crucial to their positive impact and purpose.

Encouragement: Students should feel supported by faculty members in the studio. Criticism is a welcome and crucial component of the educational process, but it must take a constructive form, helping students to better meet their design goals, rather than diminishing self-confidence.

Peer-to-Peer Relationships
Collaborative learning and the exchange of ideas between students are crucial components to innovation and engagement in studio work. Moreover, students’ current peers will become future colleagues and collaborators, as an academic partnership established in school can grow into a lifelong professional or intellectual alliance. Mutual respect is foundational to the success of student relationships in the studio. Additionally, the following practices and organizations are encouraged to support peer-to-peer learning and engagement:

Collaborative Work: RSA encourages collaborative learning in the studio through design partnerships and collective research, as implemented at the discretion of studio professors. We welcome and encourage that studio projects are undertaken by teams of students rather than individuals when appropriate, or for a studio to collectively amass a database of research at the beginning of the semester to be used freely by individual students. The process of collaboration is crucial to forming an open, optimistic, and engaging studio ethos, and to preparing students for the rewards and challenges of teamwork in their future architectural practices.

Architecture Student Association (ASR): The ASR is a student run organization, whose mission is to foster a vigorous dialogue among graduate students, undergraduate students, faculty, and the general campus at large. By facilitating communication among these groups and organizing activities, the ASR acts as the glue that helps to maintain the various constituents of the school in a productive balance.
The ASR organizes a broad range of events spanning from the educational to the social. The student-taught workshop series, which range from CV writing to 3D printing, allows students with specific knowledge sets to share and teach their peers; Regular open studios allow students to engage each others’ work outside of their more formal reviews; Tailgates, which bookend each semester, allow the students to present research material, travel stories, and projects; two annual parties that the ASR hosts for the entire Rice student body are Architecronica, in the fall, and ArchiArts, in the spring. In addition to these events, ASR also produces a student directory, curates student work, organizes conversations with the Dean, and hold student-led charrette competitions.

The 2016-2017 ASR team is: Kajal Patel (President); Sam Ding (Vice President); Eric Kyle Cheung, Andrea Machado, and Metinee Ding (Cruise Directors); and Sydney Knight and Esther Tang (Curators).

Evaluation Procedures
Throughout a given semester, desk critiques, pin-ups, and reviews present crucial junctures for students to assess and reformulate their goals in the design process. The productivity and success of these reviews is to be encouraged through the following practices:

Constructive Criticism and Professional Courtesy: Reviews and pin-ups should be characterized by respect and professional courtesy. This extends to the comments and comportment of outside jurors as well as faculty members and students. It is crucial for jurors to remember that reviews are a time of stress and anxiety for students. Criticism should be constructive and respectful.

Attendance and Participation: Students are expected to attend and participate in all required pin-ups and reviews, and, barring exceptional circumstances, to remain present for the full duration of the review. In rare cases, professors may find a student’s progress insufficient to merit his/her participation in a review. If a student feels he/she has been unfairly excluded from a review or pin-up, he/she is encouraged to bring the matter to the attention of the Dean, who will assess the situation fairly.

Studio Assignments
The RSA maintains that the studio workload assigned by faculty should be in keeping with reasonable expectations for the amount and quality of student work to be produced by the particular group of students, given their skill level, competence, and available time due to university course requirements. Student work should reciprocally meet these reasonable expectations for quality and productivity. While challenging assignments are vital to architectural education, defeating assignments should be avoided.

Studio Travel
Students should check their studio syllabus at the beginning of each semester to determine whether their class will be traveling during spring or fall recess, and plan personal commitments accordingly. Students are responsible to make sure that their passports are up to date. If the country to be visited requires a visa, Tanya Dominguez must be informed as soon as possible. All money towards the trip must be paid prior to the departure date. If this is impossible, a meeting with Dean Whiting must be made to request a payment plan.

Pencils Down / Plotting Up
The Monday of the start of jury week is designated as “Pencils Down.” As of 5pm on that Monday, all students must cease all studio work until after their reviews, scheduled throughout the week. This policy ensures that students are well rested for final juries, improving their ability to participate in a conversation about their project and appreciate the comments of jurors. All printed material must be exported to PDF and turned in to studio instructors at the 5pm deadline.

Plotting is scheduled by studio. After 5pm on Pencils Down, each studio is only allowed to plot boards during their designated time slot. See the Plotting Guidelines under ‘Resources’ at the end of this handbook for best practices and tips. Students will be reminded of this procedure shortly before Pencils Down every semester.

Studio Work Archive
It is obligatory that the RSA keep an archive of all student projects done in studios for NAAB, for publications, and for its website. Students must submit studio documentation in order to complete their coursework and receive a grade. The guidelines can be found on the All Student Owlspace under Resources, and are updated each semester.

NCARB, NAAB, and the Intern Development Program

NAAB Accreditation
In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards. Doctor of Architecture and Master of Architecture degree programs may require a preprofessional undergraduate degree in architecture for admission. However, the preprofessional degree is not, by itself, recognized as an accredited degree. The Rice School of Architecture offers the following NAAB-accredited degree programs: B. Arch. (194 undergraduate credits), M. Arch. (preprofessional degree + 42 graduate credits), M. Arch. (non-preprofessional degree + 63 credits). Next accreditation visit for all programs: 2016

Architect Licensing Advisor
While each registration board sets specific rules and requirements for obtaining licensure, it is the National Council of Architectural Registration Boards, NCARB, an association of the architectural registration boards of the 50 states, the District of
Columbia, and three U.S. territories (Guam, Puerto Rico, and the U.S. Virgin Islands), that designs the tools and procedures for jurisdictions to apply to their regulation of the path to licensure. NCARB provides and oversees internship guidelines, the licensing examination ARE, and certification for reciprocal licensing, in addition to maintaining records for the jurisdictions. All 54 U.S. jurisdictions have an experience requirement that must be documented and completed before becoming licensed. NCARB’s Intern Development Program (IDP) guides aspiring architects through this process and is the standard accepted means of completing the experience requirement in almost all U.S. jurisdictions. The RSA’s Licensing Advisor is Professor John Casbarian (jjc@rice.edu).

Professor Casbarian is able to assist in the following ways:

- Advise students of their eligibility to establish an NCARB Record and assist them with the application by completing the process for documenting an IDP Eligibility Date.
- Serve as the information resource on the required components of licensure (education, experience, and examination) for students and faculty.
- Provide students with the information necessary for the transition to internship and licensure within the context of state regulatory requirements, reciprocity, and NCARB certification.

We encourage all students to work toward licensure - a significant component of which is the documentation of hours worked at qualifying offices practicing architecture. The following are the qualifying conditions for beginning an IDP record.

**Beginning A Record With IDP**

- Enrollment in a NAAB/CACB-accredited degree program (B.Arch., M.Arch).
- Enrollment in a pre-professional architecture degree program at a school that offers a NAAB/CACB-accredited degree program (B.A. in Architectural Studies).

Please visit the NCARB website at ncarb.org and follow the link ‘Resources for Interns” for more information.

**Anderson Hall Building Policy**

Some of the RSA's most distinct qualities are its small size and the open communal spaces of Anderson Hall. However, these conditions mean that self-awareness is especially key to maintaining a needed balance of productivity and presentability.

**Shared Spaces**

In general, be aware that every public space in Anderson Hall serves many purposes - even corridors. Therefore, it’s crucial that all occupants of Anderson Hall abide by these house rules:

- Keep noise in hallways and on the bridge to a minimum - be aware that the sounds you make are likely audible in the Gallery and Jury Room and may be interrupting a lecture or review.

**Bicycles are NOT to be stored in Anderson, nor should they be locked to handrails. There are bike racks outside of the building.**

**Respect the Rice University smoking policy: smoking is permitted only in designated areas (See the ‘University Smoking Policy’ section of this handbook for the full policy).**

**Seminar and lecture rooms should NOT be used as overflow space for studio work.**

**Keep your studio door propped open during school hours but be sure to close it when you are in your studio after dark or if you are alone in your studio.**

**Studio Clean-Up**

Studios will be cleaned by the maintenance department at two points during the year: between fall and spring semesters and over the summer. All furniture will be either kept or discarded each semester at the discretion of the RSA (if it is kept clean and in good shape it is more likely to stay).

**PLEASE NOTE: each term has specific requirements.**

**Fall/Winter Clean-Up:** the deadline will be announced each semester (toward the end of the term).

- **Students may keep items in studios as long as they are boxed, labeled, and placed on top of desks. Models need not be boxed but must be labeled.**
  **ALL OTHER ITEMS WILL BE REMOVED.**
- **Items may be left in (but not ON) flat files.**
- **Appliances may be left in studios but must be cleaned; all electrical devices are to be unplugged.**
- **All trash is to be placed into trash bins and/or trash bags placed next to trash bins. Please recycle whenever possible.**

The fall/winter clean-up requirements do not apply to thesis studios. Thesis students are allowed to expand into other studio spaces after final reviews, but are responsible for labeling their work space and cleaning up after themselves. Thesis students are NOT allowed to spill over into non-studio spaces, especially the seminar and lecture rooms.

**Spring Clean-Up:** the deadline will be announced each semester (toward the end of the term).

- **All items must be entirely removed from studios to allow the studios to be completely cleaned and configured for the following year. This includes flat file contents.**
- **Appliances may be left in studios but must be cleaned (all electrical devices are to be unplugged). ALL OTHER ITEMS LEFT IN STUDIOS WILL BE REMOVED.**
Fabrication Shop Info & Policies

Shop Hours*
10AM - 9PM Monday - Thursday
10AM - 9PM Fridays
12PM - 6PM Saturday
2PM - 9PM Sunday
*(Hours subject to change; should they change, an update will be posted.)

Shop Guidelines
- No one may use the shop alone or un-monitored.
- Eye protection is required at all times.
- Long hair must be tied back.
- No loose clothing may be worn around machines.
- No open toed shoes.
- No cell phone or headphone use in shop.
- No one who is tired, hung-over, medicated, or grouchy will be allowed to use the shop.
- Do not attempt to operate machinery that you don’t know how to use.
- Do not prop doors open unless you are moving items in and out of the spaces, then make sure the doors are closed.
- Leave the shop in the same condition (or better!) than how you found it: replace tools, remove waste and unused materials, sweep up sawdust.
- Be aware of those around you on machinery.
- Turn off exhaust fans when you are done using them.

Shop Orientation Requirement
Students must be fully aware of the potential dangers inherent with the equipment, and behave accordingly. **All new students are required to complete a woodshop safety and basic information orientation session with Shop Manager, Kyle Henricks, in which students learn the proper set up and maintenance of the stationary tools as well as how to do basic fabrication.** This orientation includes all tools in the shop, including the table saw, planer, jointer; it also includes instruction on how to operate the laser cutters. Shop orientation sessions will be coordinated studio by studio. As the final step of this orientation, every student MUST sign the shop release. No one uses the shop without full orientation of all tools.

Communicate with the shop staff - they are here to help, but they can’t do so unless you ask questions.

The 3-D printers and 3-D mill require an additional orientation and an approved job sheet to run jobs. There is a material fee for using the 3d printer; please check with the shop manager for information on this fee prior to scheduling your job.

University Smoking Policy

As of September 2012, Rice University is a tobacco-free campus. In order to provide a healthy and safe environment, and to comply with the City of Houston smoking ordinance and the rules of the Cancer Prevention and Research Institute of Texas, all uses of tobacco products are prohibited within or on university property unless such use is only in one of a limited number or designated areas.

For the full University smoking policy, as well as a list of designated smoking areas, visit: rice.edu/tobacco-free.

University Alcohol Policy

Each student is provided a copy of this Policy each academic year (which may be done electronically) and is required to acknowledge that she or he understands the Policy and agrees to comply with it; any questions should be raised to SJP. Please see the complete policy at: students.rice.edu/students/Alcohol_Policy.asp

General Rules
1. Texas law prohibits persons under age 21 from drinking alcohol and makes it illegal to buy alcohol for, or serve alcohol to, those under 21. Rice will not sell, serve or provide alcoholic beverages to anyone under 21. Rice adheres to the federal Drug-Free Workplace and Drug-Free Schools and Communities Acts.

2. Unless permission is first obtained from Student Judicial Programs (SJP), alcoholic beverages may not be sold, served, provided, given away, or consumed at any event at Rice, sponsored by Rice or Rice organizations where students will be present, or any event that is considered a public function or party under this Policy.

3. Organizations sponsoring events (on or off campus) at which alcoholic beverages will be given, sold, served, provided to or consumed by Rice students, must comply with this Policy, including taking precautions so that alcohol is not available to or consumed by intoxicated persons or those under age 21. With the exception of events described in (B)(4), SJP requires sponsoring organizations to show written plans for complying with this Policy, and afterwards may require follow-up information about the event.

4. At its discretion, SJP may require any event to be registered; however, events hosted by faculty or staff may not need to be registered with SJP if they meet all of the following criteria: (1) the event is not affiliated with the colleges or a student organization, (2) the event is one at which student attendance is incidental (i.e. gallery exhibitions, speaker series, etc.), and (3) the event does not involve substantial levels of student participation or attendance.

5. Amnesty -- Student health and safety is a primary concern in cases of possible alcohol intoxication or alcohol-related injury. If a student on campus becomes endangered by alcohol use, students should contact Rice EMS (REMS), the duty of which is to provide medical assistance, not to report violations of policy. In these situations, Rice is most concerned that students who need care receive medical attention. Any student may seek REMS or RUPD assistance or bring an intoxicated or drug-impaired person to University Health Services. Neither the impaired student nor the student providing assistance will face disciplinary action for the possession, use, or provision of alcohol (see exception below) or the possession or use of
other drugs, if the students receiving amnesty complete a mandatory follow-up with their College Master, the Dean of Undergraduates, or the Dean of Graduate And Postdoctoral Studies (or their designees, which may include Rice Counseling Center or Wellness Center). Amnesty does not apply to other prohibited conduct, such as assault, violence, property damage, provision of hard alcohol to persons under 21, or distributing dangerous substances (whether legal or illegal). Failure by a student, organization, or college to call REMS or RUPD when faced with an alcohol or other drug related emergency is a serious violation and may be sanctioned with rustication, suspension, or expulsion. To receive amnesty, a student must initiate a request for assistance before being confronted by Rice for possible alcohol or drug violations. Students may receive amnesty on more than one occasion.

6. Alcohol may not be served to or consumed by undergraduates during Orientation Week (from 2 a.m. Sunday of that week through 12 p.m. on the day upper-class students return). The University may also designate other days during which no alcohol is permitted.

7. As a general matter no Rice funds or funds collected by Rice may be used by colleges, student organizations or individual students for procuring alcohol. Colleges and the GSA may, however, use part of their annual per capita monies received to support their activities to fund a college or GSA event at which alcohol is served (including purchasing alcohol for the event) provided the event is registered with SJP and complies with this Policy.

8. Grain alcohol of any type is prohibited from campus at all times. Other “hard alcohol” is not permitted on campus except in certain situations described in the full Alcohol Policy. The term “hard alcohol” applies to all alcohol and alcohol-containing beverages except beer, wine, champagne, and pre-made alcoholic drinks not made from distilled spirits; the alcohol content of beverages not considered hard alcohol must be below 22%; distilled spirits of any kind are considered hard alcohol.

Title IX Policy

Rice encourages any student who has experienced an incident of sexual, relationship, or other interpersonal violence, harassment or gender discrimination to seek support. There are many options available both on and off campus for all graduate students, regardless of whether the perpetrator was a fellow student, a staff or faculty member, or someone not affiliated with the university.

Students should be aware when seeking support on campus that most employees are required by Title IX to disclose all incidents of non-consensual interpersonal behaviors to Title IX professionals on campus who can act to support that student and meet their needs. The therapists at the Rice Counseling Center and the doctors at Student Health Services are confidential, meaning that Rice will not be informed about the incident if a student discloses to one of these Rice staff members. Rice prioritizes student privacy and safety, and only shares disclosed information on a need-to-know basis.

If you are in need of assistance or simply would like to talk to someone, please call Rice Wellbeing and Counseling Center, which includes Title IX Support at (713) 348-3311. Policies, including Sexual Misconduct Policy and Student Code of Conduct, and more information regarding Title IX can be found at safe.rice.edu.

After Hours Shuttle

Rice’s comfortable, air-conditioned and lift-equipped buses circle Rice’s inner loop and connect the Graduate Apartments; Rice Village Apartments; Texas Medical Center/BRC; Media Center; Rice Stadium; and the Annex Building (which houses the Police Department; Post Office, Delivery Services, the Transportation Department, and Naval OTC); to the rest of the campus. For added safety, a Night Escort service is provided Sunday to Thursday during the school year by the Transportation Department. The service runs from 10:00 pm to 6:00 am. On Friday and Saturday nights the Rice University Police Dept. provides the service on request. The service serves the following locations ONLY: Graduate Apartments, Rice Village Apartments, BRC, Colleges, and buildings on campus. Call 713-348-6000 or 713-348-3333 for night escort service.
In case of an emergency, dial x6000 from any on-campus phone, 713-348-6000 from any cellular phone, or pick up any blue-light emergency phone. If you are off-campus and need emergency assistance, dial 911 to contact the Local Fire/EMS Department.

What to do when you call x6000
Dialing 6000 will connect you to the Rice University Police Department dispatch desk. The dispatcher will answer the phone. Be prepared to provide the following information:

State the exact location of the emergency
EMS can respond to your emergency much faster when they have your exact location. Please be as precise as possible. For example, saying you are in Fondren Library will get them to the front door, but they will need to search floor by floor to find you. Telling the dispatcher that you are on the fourth floor of Fondren Library, near call number DA89 is preferred, as it tells them which floor you are on and where you are on that floor. It is also a good idea to have someone waiting outside your building to help direct Rice EMS to the scene.

Give a brief but adequate description of the emergency
This is extremely important. If you call the police to say that your friend’s hand is bleeding, but fail to mention that the reason your friend is bleeding is because he has a gunshot wound, they won’t be prepared for your emergency when they arrive on scene. Make sure that you give EMS information in the order of its priority. And be sure to give some indication of the severity of the problem. Saying someone is “bleeding” isn’t enough, as you could be describing a paper cut or an amputation. If the emergency is medical (nausea, chest pain, dizziness), as opposed to trauma (car accident, twisted ankle) it may be important to give the age of the patient.

The most important thing to remember is that you hang up last. Never hang up before the dispatcher does. The dispatch officer may need to ask you other questions, depending on the nature of the emergency. Please remember that in order to be better served, it is important that you give EMS accurate information and that you stay calm. The more you help EMS, the faster they can help you.

What to do before Rice EMS arrives
• Give first aid: If you or someone else on scene has first aid training, try to help the patient. However, you should never attempt to do anything that you have not been trained to do, or feel uncomfortable doing.
• Send someone to meet the EMTs if you are inside a building, or somewhere that is not easily visible from a roadway. If you are the only person on scene, do not leave the patient unless the dispatcher tells you to do so, or if you are in danger.
• Leave the scene if it is unsafe.
• Remain calm.

For more information, please visit:
http://wellbeingandcounseling.rice.edu
Located in Gibbs Wellness Center
Walk-ins welcome, M-F 9am-5pm

IN AN EMERGENCY CALL RUPD IMMEDIATELY AT (713)348-6000

I KNOW SOMEONE IN NEED OF SUPPORT.

WHAT DO I DO?

Do they need immediate medical or psychiatric attention and/or do you feel threatened or believe that anyone may be in danger?

**YES**
Trust your gut. Call for help.
RUPD/Rice EMS:
(713) 348-6000 (24/7)
If it’s urgent, but not life threatening contact the Wellbeing and Counseling Center:
(713) 348-3311 (24/7)
and contact the student’s College Masters

**NO, but they need help**
There are a number of resources available including
Wellbeing and Counseling Center:
(713) 348-3311 (24/7)
(for support through personal or academic issues, including sexual misconduct or other traumas)
Student Health Services:
(713) 348-4966
(For physical health concerns)
and contact the student’s College Masters

**NO, but they would like to talk**
There are a number of resources available including
Office of Academic Advising: (713) 348-4060
(for general academic concern)
Wellbeing and Counseling Center:
(713) 348-3311 (24/7)
(for support through personal or academic issues, including sexual misconduct or other traumas)
Student Judicial Programs (SJP): (713) 348-4786
(for reporting potential code of conduct violations)
Student Health Services:
(713) 348-4966
(For physical health concerns)
Disability Support Services:
(713) 348-5841
(For accommodations for a disability)
College Master or Dean of Undergraduates:
(713) 348-4996
(General support for undergraduates)
Graduate and Postdoctoral Studies: (713) 348-4002
(General support for graduate students)
Staff

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**Useful University Contacts**

**Cashier**
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**Center for Student Professional Development**
cspd@rice.edu, 713-348-4055

**Counseling Center**
713-348-4867

**Dean of Undergraduates**
Dr. John Hutchinson
ugdean@rice.edu, 713-348-4996

**Dean of Graduate Students**
Dr. Paula Sanders
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**Digital Media Commons**
dmc-info@rice.edu, 713-348-3635

**Fondren Library**
Circulation Desk: circ@rice.edu, 713-348-4021
Reference Desk: reference@rice.edu, 713-348.5698

**Gibbs Recreation and Wellness Center**
ricerec@rice.edu, 713-348-4058

**Information Technology**
helpdesk@rice.edu, 713-348-4357

**Office of Academic Advising**
Dr. Brian Gibson, Assistant Dean of Undergraduates and Director of Academic Advising
hoot@rice.edu, 713-348-4060

**Office of Financial Aid**
fina@rice.edu, 713-348-4958

**Office of Graduate and Postdoctoral Study**
grade@rice.edu, 713-348-4002

**Parking Registration Office**
parking@rice.edu, 713-348-7275

**Registrar**
registrar@rice.edu, 713-348-4999

**Rice Design Alliance**
rda@rice.edu, 713-348-4876

**Rice Graduate Housing**
http://campushousing.rice.edu/gradcontact/

Rice Graduate Apartments:
713-348-4050

Rice Village Apartments:
713-348-4050

Morningside Square: 713-348-4050

**Rice University Police Department (RUPD)**
713-348-6000

**Student Health Services**
713-348-4966

**Supplies**

**Texas Art Supply**
2001 Montrose Blvd, 713-526-5221
Mon. - Fri. 9AM to 8PM,
Sat. 10AM to 7PM,
Sun. 12PM to 6PM

**G&G Model Shop**
2522 Times Blvd, 713-529-7752
Mon. - Fri. 11AM to 6PM,
Sat. 10AM to 5PM

**A&C Plastics, Inc.**
6135 Northdale St, 713-645-4915

**American Packing & Gasket**
6039 Armour Dr, 713-675-5271

**Art Supply**
2711 Main St, 713-652-5028
Mon. - Fri. 9AM to 6PM,
Sat. 9AM to 5PM

**High Fashion Fabric Center**
3101 Louisiana St, 713-528-7299
Mon. - Sat. 10AM to 7PM,
Sun. 12PM to 6PM

**Home Depot**
5445 West Loop, 713-662-3950
Mon. - Sat. 6AM to 10PM,
Sun. 8AM to 8PM

**Houston Foam Plastics, Inc.**
2019 Brooks St / 713-224-3484

**Houston Foam Plastics, Inc.**
2019 Brooks St / 713-224-3484

**Rice Design Alliance**
rda@rice.edu, 713-348-4876

**Regal Plastics**
1700 Wirt Rd, 800-549-0516

Southland Hardware Store
1822 Westheimer Rd, 713-529-4743
Mon. - Sat. 8AM to 6PM,
Sun. 9AM to 5PM

**Stahlmans Lumber**
4007 Greenbriar Dr, 713-526-1001
Mon. - Fri. 7AM to 5PM,
Sat. 8AM to 1PM
Following these guidelines will help you work efficiently and help to keep the RSA running smoothly.

**Plotting**

The RSA's Pencils Down/Plotting Up system (see ‘Policies’), allows everyone to print their final materials in an orderly fashion. Pay close attention to the schedule and practices outlined below.

**Monday of Finals Week: Pencils Down**

As per RSA policy, you will be making PDFs of your boards and submitting them to your studio instructor by 5pm, at which point plotting is allowed only during assigned studio times. You should begin creating your PDFs well before pencils down in case you have any problems with your files. See Owlspace Resources for instructions to create your PDF.

**Monday- Thursday: Plotting Up (times assigned by studio)**

Mudd Lab has a total of FIVE plotters: four of these plot on regular paper (plotter1-4), and one plots on glossy (gplotter). Before choosing your plotter, check the queue - either by looking at the monitor outside Hans’ office in RAVL, or (Windows only) by double-clicking on the plotter as it appears in “Printers and Devices.” To ensure that there is no color variation among your boards, send all of your boards to the same plotter. Send your files to print from a lab computer (i.e. RAVL or Mudd) in order to avoid problems with printer drivers or connections. If a plot comes out wrong EVEN THOUGH you followed these steps, you can get a refund by giving a completed ticket or form, along with your bad plot, to the help desk. The forms are available at the Operations Center. IT will refund charges for bad plots ONLY if the plot is sent from a lab computer! Please see Owlspace for a diagram of plotting instructions.

**A/V Equipment**

**Projector in Farish**

- Check that surge protector switch is turned to ‘on.’
- Connect computer to VGA or DVI cable.
- Press the button marked ‘Projector On.’ Allow the projector a few minutes to warm up.
- If computer display does not automatically show up once projector is running:
  - Mac-- click ‘Settings’ Icon, choose ‘Displays,’ and select ‘Detect Displays.’ Choose the resolution option that looks best with your display.
  - PC-- from ‘Start’ menu, choose ‘Control Panel’ and then ‘Appearance and Personalization,’ and ‘Connect to an external display’ under the ‘Display’ section.
- When finished, disconnect computer and press the button marked ‘Projector Off.’

**Sound System in Farish**

- Check that surge protector switch is turned to ‘on.’
- Check that Amplifier, Speaker Controls, and Wireless

**Microphone Receiver are turned on.**
- If using microphone, turn on mic and verify that it has batteries.
- Conduct a sound check with each microphone that is going to be used (handheld and clip-on) and adjust the volume with the buttons marked ‘Wireless Mic Volume.’
- To mute microphones during use, hit the power button quickly. The light should turn from green to red. To un-mute, hit the button again. To power down, hold down the power button until the light goes out completely.
- If using audio from computer or other via auxiliary cable, plug in cable, conduct a sound check of ALL media being used, and adjust the volume as needed by using the buttons marked ‘Master Volume.’
Projector in 117
- Make sure the computer is on; the power button is on the back of the Mac Mini.
- The Mac Mini is already connected to the DVI display cable; if you are using a laptop, connect the monitor display cable using the VGA connector.
- If your presentation has audio connect the sound connector (black cord).
- Turn the projector on. Press the DVI button if you are using the computer in 117, or press the VGA button if you are using your own computer.

Floating screens
- Make sure your computer and the display are both on and plugged in.
- Connect the monitor display cable.
- Use the VGA connector, not the DVI connector.
- Plug in audio cable if necessary (green cord).

If you have any problems with A/V equipment contact Hans Krause (x4858).

Academic & Professional Support

Rice Architecture Mentoring Program
The Rice Architecture Mentoring Program (RAMP) exists to empower students at the RSA to take control of their future careers and to translate their studies from the RSA into a lifetime of achievement. RAMP links RSA alumni with the current student body, building professional relationships and providing students with a closer look at possibilities after graduation. Get more information at arch.rice.edu/RAMP

The Center for Written, Oral, and Visual Communication
The CWOVC takes appointments from Rice undergraduate and graduate students to provide feedback on written texts and oral/visual presentations. To sign up for an appointment, visit them on the 2nd floor mezzanine of Fondren Library, or at their website cwovc.rice.edu.

English as a Second Language
Rice’s ESL Communication Skills Program meets for two evenings a week and is designed for students at an intermediate or advanced level of proficiency. The Office of International Students and Scholars also offers English classes in a more informal setting at no cost to the student. More information can be found on the ESL and OISS websites: esl.rice.edu and oiss.rice.edu, respectively.

Academic Advising
The Office of Academic Advising (OAA) at Rice University leads and engages a community of academic advising that strives for an unparalleled environment for students to explore opportunities, identify goals, and implement plans to reach those goals. Visit them in Ley Student Center, room 132 or at oaa.rice.edu.

For further information on policies at Rice University, visit: ga.rice.edu.

If discrepancies arise between this booklet and the aforementioned website, information on the website should be considered the most accurate and up-to-date source.