



Rice University Graduate Student Checklist for the Medical Withdrawal/Leave and Medical Readmission Process

We are committed to students' long-term success and to seeing they thrive during their Rice experience. Part of that commitment means that Rice supports students who decide they need to leave the university for a period of time to address their wellbeing.

Rice wishes you success in addressing your wellbeing and any challenges you are facing. We support your decision to take time off to take care of yourself and prepare yourself for a successful return. We look forward to your return to Rice in the future. Please contact us if you have questions.

Withdrawal/Leave checklist

- Notify the Dean of Graduate and Postdoctoral Studies of your request to withdraw by completing the withdrawal from Rice Form found on the Graduate and Postdoctoral Studies website: <http://graduate.rice.edu/forms>. If you live in graduate student housing, contact the appropriate apartment staff to determine the checkout process. The checkout process includes returning all keys, vacating your apartment, forwarding your mail, and any other steps required by Rice Graduate Housing.
- If you need assistance understanding your diagnosis or obtaining referrals, please call the Rice Counseling Center or Rice may request that you schedule an exit interview with the RCC staff. This interview can be conducted in person or via telephone. Please call 713-348-4867 to schedule an interview.
- Please provide an alternate email, in addition to your Rice email address, so we can communicate with you during your time away from the university.
- Get in touch with your Rice financial aid advisor or fellowship sponsor about questions related to financial aid and/or fellowships (contact information below).
- If you or your treating professional(s) have questions, please contact Student Wellbeing. When you begin treatment, please sign the Consent for Release of Personal Records form and return it to the Student Wellbeing Office. If you are unable to meet in person with a Rice staff member when you sign this form, please fax: 713-348-2460 a copy of a valid photo identification card, such as a driver's license, and a signed and dated statement giving the office permission to speak with on the matter in question. This form can be found on the website: <http://wellbeing.rice.edu/takingtimeoff/>. After you sign and return the form, please ask your treating professional(s) to call Student Wellbeing: 713-348-3311.
- Share this checklist, the Treating Professionals Form and the letter from Graduate and Postdoctoral Studies with your treating professionals and with your family at the beginning of your leave. Using the Rice Student Expectations document as a guide may be a helpful way to frame your conversations with your family and treating professionals. The document will explain what the university will expect when you come back to campus and it can help inform your preparation for a successful return.
- Follow any other steps or requirements as indicated in the withdrawal/leave letter. If you have questions, please contact the Student Wellbeing Office.



Graduate Student Medical Readmission Petition Requirements

Your time away should be used to address your wellbeing. You are encouraged to take proactive steps to reflect on your goals and what you will put in place to manage the academic, social, personal and other rigors you will experience at Rice. In planning your return with your treating professional(s) and your family, it is recommended that you honestly evaluate your readiness to take care of yourself and function in the rigorous Rice environment. We look forward to your return to Rice.

1. Provide documentation in a letter to the Dean of Graduate Studies as to why you feel you are ready to return to the University, actions you have taken in the interim that could support your return, demonstration of 6 months of medical stability since withdrawal (example: making progress in regular therapeutic treatment and being employed or taking courses at another campus or involvement in a volunteer activity). You should state your plans for follow up treatment in Houston. You must also address how you will manage challenges that arise, how you will recognize if problems are reoccurring and what you will do to address those issues and your overall plan for success when you return to Rice. Please also provide your current contact information including: mailing address, e-mail address and phone number.
2. If your medical withdrawal was for mental health treatment, you must seek appropriate and regular mental health treatment during your time away and follow any expectations regarding treatment or assessment stated in the withdrawal or leave letter. Provide each of your treating professionals with the “Treating Professionals Form” available through your ester account and have them respond to the questions on their letterhead. It is your responsibility to ensure your treating professional submits their paperwork.
3. Provide signed “release of information” forms for the Student Wellbeing Office, the Rice Counseling Center and the Office of Graduate and Postdoctoral Studies. You can submit the forms with your readmission petition. When you submit the form, please include a copy of a valid photo identification card.
4. Provide an academic plan devised in consultation with you advisor/advising committee and approved by the department chair. Department chair’s approval must be in writing.

All documents must be received by the petition deadline, **June 1 (Fall) or Nov 1 (Spring)**. Documents should be submitted to the Office of Graduate and Postdoctoral Studies. During the petition review other documentation may be requested as needed.

Other readmission procedures: If you were separated from Rice through procedures in addition to the medical withdrawal, such as disciplinary suspension, you need to participate in the other process as well. Medical readmission will be considered concurrently with the other processes. Please contact the appropriate offices about any additional readmission protocols.

Although taking time off from Rice means that you cannot seek treatment on campus, you are encouraged to contact relevant offices at Rice to consult with their staff. Consultation is strongly recommended at the beginning of your time away from the university.

If you have questions, please consult with the relevant office(s) below. We look forward to your return to Rice in the future.

Useful Contacts and Information

Cashier's Office

Location: 1st Floor of Allen Center
Phone: 713-348-4946
Email: cashier@rice.edu
Website: http://students.rice.edu/students/Rice_University_Cashier's_Office.asp

Disability Support Services

Location: Allen Center, Room 111
Phone: 713-348-5841
Email: adarice@rice.edu
Website: <http://dss.rice.edu/>

Financial Aid

Location: Allen Center, 2nd Floor
Phone: 713-348-4958
Fax: 713-348-2139
Email: [fina@rice.edu](mailto: fina@rice.edu)
Website: <http://financialaid.rice.edu/>

General Announcements: <http://ga.rice.edu/>.

The GA provides additional information regarding the withdrawal and readmission process, as well as guidelines for separated students.

Graduate Housing:

Rice Graduate Apartments

Location: 1515 Bissonnet St.
Phone: 713-348-GRAD (4723)
Fax: 713-527-0730
Email: gradapts@rice.edu
Website: <http://campushousing.rice.edu/graduate/>

Rice Village Apartments

Location: 2410 Shakespeare St.
Phone: 713-348-4050
Fax: 713-528-2891
Email: rvapts@rice.edu
Website: <http://campushousing.rice.edu/graduate/>

Morningside Square Apartments

Locations: 2410 Shakespeare St.
Phone: 713-348-4050
Fax: 713-528-2891
Email: msapts@rice.edu
Website: <http://campushousing.rice.edu/graduate/>

Office of the Registrar

Location: Allen Center, 1st Floor
Phone: 713-348-4999
Fax: 713-348-5921
Email: registrar@rice.edu
Website: <http://www.registrar.rice.edu/>
(Information about the academic calendar and university deadlines is accessible through the Office of the Registrar)

Rice Counseling Center

Location: Morton L. Rich Student Health and Wellness Center (next to Brown College master's house)
Phone: 713-348-4867
Fax: 713-348-5953
Email: rucc@rice.edu
Website: <http://wellbeing.rice.edu/rcc/>

Student Wellbeing Office

Location: Gibbs Recreation and Wellness Center
Phone: 713-348-3311
Fax: 713-348-2460
Email: wellbeing@rice.edu
Website: <http://wellbeing.rice.edu/takingtimeoff/>

Office of International Students and Scholars

Location: Lovett Hall, Entrance A, Second Floor
Phone: 713-348-6095
Fax: 713-348-6058
Email: oiss@rice.edu
Website: <https://oiss.rice.edu/>

