



**Department of Bioengineering
Graduate Student Handbook
Requirements & Procedures
Academic Year 2018-2019**

TABLE OF CONTENTS

General Guidelines

Scope of Policy.....	1
Graduate Student Resources.....	2
Student Responsibilities.....	2
Honor Code.....	2
Standards of Conduct.....	2
Non-course Training.....	2
Deadlines.....	2
Academic Standing.....	3
Petitions, Appeals & Grievances.....	3
Degree Revocation.....	5
Prerequisite Requirements.....	5
Transfer Credit.....	5
Residency Requirements and Enrollment.....	6
Course Registration.....	7
Policy on Incompletes.....	8
Grading Procedures.....	8
Interruption of Studies.....	9
Holiday and Vacation Time.....	10
Outside Employment.....	10
Transfer between Programs.....	11
Equal Opportunity/Non-Discrimination/Affirmative Action Policy.....	12
Title IX.....	12
Graduate Peer Mentoring.....	12
Quality of Life Student Resources.....	12

Program Guidelines: Doctor of Philosophy (PhD)

Introduction and Program Learning Outcomes.....	14
Research and Scholarly Activities.....	14
PhD Curriculum.....	14
Academic Requirements.....	15
Transfer of credit.....	16
Academic Waivers.....	16
First Semester Advisor.....	16
Lab Rotation and Choosing a Thesis Advisor.....	17
Financial Support.....	21
Teaching Requirement.....	23
Thesis Committee and Proposal.....	24
Internship Opportunity.....	26
Opportunities for Presentation of Research.....	26
Progress Review and Evaluations.....	27
Change in Advisor for Reason Other than Inadequate Progress in Research.....	29
Approval of Candidacy.....	30
Oral Dissertation.....	30
Acceptance of Thesis.....	31
Graduation.....	31
Suggested Time Line for PhD Students.....	32

Professional Master’s Degree – Applied Bioengineering Track

Curriculum33
Graduate Colloquia34
Graduate Independent Study34
Transfer of Credits to Graduate Degree34
Time to Degree35
Satisfactory Progress35
Academic Guidance35
Graduation.....35

Professional Master’s Degree – Global Medical Innovation Track

Curriculum36
Transfer of Credits to Graduate Degree37
Graduate Colloquia37
Graduate Independent Study37
Time to Degree37
Satisfactory Progress37
Academic Support38
Graduation.....38

Scope of Policy

The policies outlined in this document pertain to graduate studies in the PhD, MD/PhD, MS, and MBE (Applied Bioengineering and Global Medical Innovation tracks) programs in the Department of Bioengineering. It is your responsibility to be familiar with the rules, procedures, and requirements of the Bioengineering Department, the Office of Graduate and Postdoctoral Studies, and Rice University. It is ultimately your responsibility to know and follow all policies and timelines to allow for a timely graduation.

When in doubt, you should seek help first at the graduate program level (academic program administrator, director of graduate studies, and/or department chair) and then at the central administration level (Office of Graduate and Postdoctoral Studies).

In case of error, omission, or conflict, policies of the Rice *General Announcements* supersede those stated within this handbook. If the policies of the program change during a your tenure at Rice University, you may elect to continue studies under the complete set of policies in place at the time of your matriculation or you may choose to follow the updated policies in full. You may not combine or delete regulations from the two sets of policies.

In rare cases, the faculty may apply a new regulation to all students who have not passed a specific milestone (e.g., candidacy) in their program if such a change will not materially affect the progress of the students. You will be notified of such revisions. The Graduate Academic Affairs Committee reserves the right to correct grammatical or typographical errors in these policies at any time without giving students the above choices.

Graduate Student Resources

Your resource for questions about student records, student stipends, graduate forms, required milestones, submission of petitions and all other graduate related issues is the Bioengineering is the academic program administrator, Gayle Schroeder. Peggy Scheier, the academic program coordinator, is also available to assist you. (MBE, Global Medical Innovation track students' resource is Sheretta Edwards.)

Student Responsibilities

You are responsible for meeting all university and program requirements for your chosen program. In addition to being in agreement with the regulations stated in this handbook, you must be in agreement with the General Announcements (<http://ga.rice.edu/>) as well as the Code of Conduct.

If you fail to meet department or university requirements you are subject to dismissal from the program. In cases where there is conflicting information, university-wide regulations take precedence over department-wide regulations, which take precedence over research group-wide regulations. When in doubt, you should first seek help at the department level.

Honor Code

Bioengineering graduate students are bound by the Honor Code. Information regarding the honor code can be found at honor.rice.edu.

Standards of Conduct

You are expected to live up to the high standards Rice sets for its community members, as described in the Code of Student Conduct. As a graduate student you should be in compliance with the Code of Student Conduct at all times. Information on the Code of Conduct can be found at: (<http://www.students.rice.edu/students/Conduct.asp>).

Non-course Training

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

- Orientation – You are expected to attend all orientation events.
- Preventing Sexual Harassment – You are required to complete this online training
- Responsible Conduct of Research – You are required to complete this online training. Students in the MBE programs are exempt from this training.
- Lab Safety Training: Lab safety training is mandatory for all new students in the School of Engineering. This training is typically offered during orientation. If you miss this training, it can be provided through the Office of Environmental Health and Safety.

Deadlines

You must observe all deadlines listed in the Academic Calendar, General Announcements, your program guidelines.

Academic Standing

In order to remain eligible to continue in a degree program and/or receive various types of financial assistance, you must maintain good academic standing and be making satisfactory progress toward your degree. The following are minimum requirements:

- To remain in good academic standing, you must maintain the established grade point average (GPA) for the program in which they are enrolled. If your GPA is below this established requirement, you will be placed on probation. If your cumulative GPA falls below the minimum GPA for your program for two consecutive semesters, you may be dismissed from the program.
- If your GPA falls below 2.33 for two consecutive semesters, including the summer semester, you will be immediately dismissed without further warning in accordance with University policy.
- Courses for which you receive a grade lower than B- may not be counted toward degree requirements. The course can be retaken to achieve a higher grade and credit. However, the original grade earned also remains on your and is counted toward your GPA.
- Incomplete grades must be completed in accordance with the University policy on incompletes as detailed in the *General Announcements* (<https://ga.rice.edu/>).
- The completion of all degree requirements must take place within the time limits established by the department and in accordance with University policy.

Deviation from any of the above requirements constitutes evidence that you are making inadequate degree progress and are no longer in good academic standing. You will be officially notified of your status and program specific procedures will be followed regarding corrective action or dismissal.

Petitions, Appeals & Grievances

Petition for Exceptions to Academic Requirement, Regulations, and Judgments.

Program Requirements

A course requirement is an example of an academic regulation. Course grades and dismissals from programs are examples of academic judgement. Petitions for exceptions to academic requirements, regulations, and judgments should be viewed as unusual, rather than typical.

Such Petitions will be handled at the department level. The following procedure should be used to initiate a petition:

1. Complete the “Petition for Modification” or “Waiver of Academic Requirements” for your program. This form may be found at <https://bioengineering.rice.edu/graduate-program/graduate-life/forms-documents>.
2. The petition should include the circumstances that may qualify you for an exception.
3. Any supporting documentation or endorsement should be attached to the petition form.
 - See specific guidelines under your program regarding petitions for course waivers, substitutions, or transfer credit.
4. Submit petition to the Bioengineering Academic Program Administrator at ges2@rice.edu or BRC 1030-H.

University Requirements

A petition regarding University requirements, regulations, or judgment must be submitted to the Office of Graduate and Postdoctoral Studies; such a petition must be accompanied by a recommendation from the program. Additional information regarding petitions may be found at <https://ga.rice.edu/graduate-students/rights-responsibilities/dispute-resolution/>.

Appeals

If a petition is denied, you (or other parties affected by the decision) are allowed only one level of appeal. In general, the appeal process will be resolved at the lowest level possible.

When the petition is decided at the graduate program or department level, the appeal must be submitted to the Office of Graduate and Postdoctoral Studies. When the petition is decided at a school level, the appeal must be handled by the Office of Graduate and Postdoctoral Studies. When the petition is decided by the Office of Graduate and Postdoctoral Studies, the appellant may submit an appeal to the Provost.

An appeal must be submitted within 15 days from receipt of the decision that is being appealed. Late appeals will be dismissed, except for unusual situations when a delay is justified. Appeals must be acknowledged in writing immediately upon their receipt by the receiving unit. Email communication is considered to be “in writing.”

Additional information on appeals can be found at <https://ga.rice.edu/graduate-students/rights-responsibilities/dispute-resolution/>.

Grievances

Grievances are different from petitions and appeals. A grievance is a complaint regarding inappropriate conduct by other students, faculty members, or staff. Inappropriate conduct encompasses both

- inappropriate personal conduct, such as sexual harassment, as well as
- Inappropriate official conduct, such as violation of University policies.

Specific policies exist to address grievances based on discrimination or sexual harassment and these policies must be followed in situations involving these issues.

- Grievances against another student may be raised with the director of student judicial programs and addressed under the Code of Student Conduct.
- In other cases, a student may present a grievance in writing at the lowest appropriate level, typically the graduate program or school.
- If a satisfactory resolution is not obtained at that level, the student may appeal the outcome of the grievance by presenting the problem at the next administrative level: the Office of Graduate and Postdoctoral Studies, followed by the provost, or president.
- Grievances against non-faculty staff members may also be brought to the [employee relations director in Rice’s Human Resources office](#).

The procedures for handling grievances are analogous to those for handling petitions and appeals. Students submitting grievances must so indicate in their submissions.

Problem Resolution

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

1. Submit the problem in writing to the Bioengineering Director of Graduate Studies, who will then attempt to resolve the problem.
2. If you remain unsatisfied, the problem will be presented to the Graduate Academic Affairs Committee (GAAC) for resolution. This committee will be a standing committee and not your own thesis/dissertation committee. Both you and all involved parties will submit a written record of your views to this committee.
3. If you continue to remain unsatisfied, the problem will be referred to the Office of Graduate and Postdoctoral Studies. A written report of proceedings at stage 2 will be presented to the dean of graduate and postdoctoral studies, along with all other written materials generated during the investigation. The dean may, at her or his discretion, handle these in a similar manner by enlisting the assistance of a subcommittee of the Graduate Council, which will submit its report to the chair of the Council and to the dean of graduate and postdoctoral studies. The decision of dean of graduate and postdoctoral studies is considered final.

Complaint Process

After Rice’s grievance process has been exhausted and documented, students may also pursue an external complaints process. More information on this process can be found at: <https://ga.rice.edu/important-notice/complaints-process/>

Degree Revocation

Rice University reserves the right to revoke any degrees granted. A degree awarded may be revoke if the university becomes aware that the degree should not have been granted, such as the degree that was obtained by violating the Honor Code or Code of student Conduct, or by deception, misrepresentation, falsification of records, academic misconduct, research misconduct, or if the work is submitted in fulfillment of – and indispensable to – the requirement 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 your transcript and you will be asked to return the diploma. The Provost receives all recommendations for revocation of degrees and, after consideration and review, forwards to the President any recommendations deemed to be warranted. The Provost may also initiate and forward to the President his or her own recommendation for a degree revocation. The President will consider all recommendations forwarded by the Provost and effectuate those he or she determines to be warranted. Procedures governing degree revocations may be obtained from the Office of the Registrar, Provost, or President.

Prerequisite Requirements

If you do not have evidence on your undergraduate transcript that you have received credit for these courses, you must take them as part of your program curricula. If not taken prior to matriculation you are strongly encouraged to take prerequisite courses during their first semester, but must do so within the first two years of study.

Required Prerequisites

Fundamentals of Systems
Physiology

BIOE 322, BIOE 302 BIOE 381

Cell Biology or Physical
Biology

Cell Biology: BOC 341, Physical Biology: BIOE 502

Statistics

Any 400 level or above statistics course.
PhD students who have not received credit for a statistics course may take BIOE 539 to satisfy both the prerequisite and the degree equipment for a math course.

Prerequisite courses in a discipline other than bioengineering may be taken for a standard letter grade or pass/fail. If you are taking courses as pass/fail your work is graded using the standard letter grading system during the course of the semester. You will receive a grade of “Pass” if you earn a grade of A-D. If you earn a grade of “F”, this appears on your transcript as an “F” and counts toward the semester and cumulative GPAs.

University policy does not allow graduate students to take a course offered by their home department on a pass/fail basis. All BIOE courses must be taken for a standard letter grade regardless of the reason for taking the course. (See [grading procedures](#).)

Transfer Credit

You may apply for transfer credit for graduate-level courses taken at Rice or other institutions. It is recommended that you apply for transfer credit at the beginning of your graduate program.

Courses taken at another accredited college or university are not automatically approved for transfer credit. Transfer credit is only granted with the approval of the Graduate Academic Affairs Committee (PhD) or the Masters Committee (MBE). In the case of MBE-GMI students, your director may approve transfer credit.

Courses must be from a regionally accredited U.S. institution or an international institution officially recognized by that country's Ministry of Education or equivalent. The minimum grade for transferred credits is a B- or equivalent.

A petition must be submitted to the Graduate Academic Affairs Committee (GAAC) for this approval.

Steps to Submitting Request:

1. Complete the "Request for Transfer Credit form (found at https://registrar.rice.edu/online_forms).
2. Contact the instructor of the equivalent Rice course. Provide a copy of the syllabus or course description to the instructor and ask him or her to make a determination regarding equivalency. His or her decision may be emailed to you or to ges2@rice.edu.
3. Attach equivalency decision to the "Request for Transfer Credit form" along with the syllabus or course description.
4. Attach "Petition for Modification or Waiver of Academic Requirements"
5. Submit all materials to the Bioengineering Academic Program Administrator at ges2@rice.edu or BRC 1030H.

The number and type of credits that may be transferred differ from program to program. Refer to the section on transfer of credits in the program specific guidelines to determine how many and what type of credits the individual programs allow.

Residency Requirements & Enrollment

Residency Requirements

PhD students

PhD students must complete at least four full fall and/or spring semesters in full-time study at Rice University. Minimum residency for master's programs is one fall or spring semester of full-time graduate study

Masters in Bioengineering (MBE)

Masters of Bioengineering (MBE) must complete a minimum residency is one fall or spring semester in full-time or part-time graduate study.

Continuous Enrollment

You are expected to maintain continuous enrollment as required by their program, unless an official leave of absence has been granted. Failure to register without a leave of absence granted by the Associate Provost constitutes *de facto* withdrawal. If a student later wishes to resume study, reapplication is required. Readmission is given only on the recommendation of the department and the approval of the Associate Provost.

Full-Time Study

Students in the PhD or MS programs and MBE Students in the Global Medical Innovation track are expected to enroll as full time students. Semester course load for full-time students is twelve hours for the fall and spring semesters. Full-time enrollment during the summer semester is at least six hours.

Part-Time Study

Students in the MBE Applied Bioengineering track may register part-time. Part-time students must register for at least three hours in a semester. All time boundary and degree requirements apply to part-time students. Students who wish to become part-time time in the upcoming semester must obtain written permission from the MBE Academic Affairs Committee before the semester begins. Students who wish to obtain part-time status after the semester has started must also obtain the approval of the Office of Graduate and Postdoctoral Studies.

International students should consult the Office of International Students and Scholars about the possible impact on their visa status of dropping below full-time.

Course Registration

University policy requires you maintain your student status throughout your career at Rice University. PhD students are expected to register for “Graduate Research (BIOE 500)” during the summer semester unless special arrangements are made in advance with their advisor.

MBE Students are not required to register for summer courses with the exception of GMI track students who are completing their internship during the summer. Students are responsible for registering for courses each semester.

Students register by logging onto ESTHER using their student ID number and following the instructions under the registration tab.

First year students may not register prior to orientation. Time will be provided to register for courses at the end of the department orientation. Representatives from the GSA will be available to provide technical assistance and course recommendations. Academic advice will be provided by faculty advisors. If you require academic assistance/advising after your first semester, they should seek advice from your faculty advisor.

Atypical Registration Situations

Courses Requiring Special Registration

There are instances when you will not be allowed to register via ESTHER. Examples include:

- closed courses that have reached their maximum enrollment,
- closed courses requiring departmental or instructor permission,
- prerequisite override,
- audit, and
- late add

In such instances, you are required to submit a Special Registration form. The Special Registration form can be found at http://registrar.rice.edu/online_forms/.

1. You must consult with the instructor of the course and obtain their signature on the special registration form. (Alternatively, the instructor may provide approval electronically via ESTHER).
2. Once the special registration form is signed by the instructor, you must obtain the proper advisor’s signature as follows:
 - a. MBE, Global Medical Innovation Track: Director, Global Medical Innovation (GMI) MBE Program
 - b. MBE, Applied Bioengineering Track: Chair, MBE Committee
 - c. PhD (first semester): Director, Graduate Studies
 - d. PhD (Second and subsequent semesters): Advisor
 - e. If you are registering later than two weeks after the semester begins, you must also obtain approval from The Office of Graduate and Postdoctoral Studies (GPS). This must be done, in person, prior to submitting the form to the Office of the Registrar.

3. Once all required signatures are obtained, you must submit this form to the Office of the Registrar who will immediately enroll you in the course. So that any concerns related to registration may be resolved immediately, The Office of the Registrar requires that you submit this form in person. (Staff are not allowed to submit this form for you.)

Dropping Courses after Drop Deadline

Graduate and Postdoctoral Studies approve dropping a course after the deadline only when you can make a convincing case that you encountered insurmountable problems that you made a conscientious effort to resolve. Requests to drop courses after the published deadline set by the Office of the Registrar must be submitted using a Special Registration Form. Once signed by your instructor and advisor, the form must be submitted to the Office of Graduate and Postdoctoral Studies for final approval. Because approval to “late drop” a course is rare is not guaranteed, you should continue to attend the course until a final ruling is made.

Double-Booking/Overlapping Courses

Double booking or overlapping of courses is prohibited by the department. If teaching assistant duties, another course, or other unavoidable circumstances conflict with colloquia (BIOE 699/698) you should delay colloquia registration until the following semester.

Inter-institutional Courses

Under certain circumstances, inter-institutional courses may be taken at participating institutions including Baylor College of Medicine, University of Texas Health Science Center at Houston, University of Texas Medical Branch at Galveston, and the University of Houston. The inter-institutional graduate student registration form and instructions can be found at http://registrar.rice.edu/online_forms/.

- The course must have a relationship to bioengineering. In other word, were the class taught at Rice it would meet the requirements to count toward the BIOE degree.
- Courses taken through the inter-institutional program do not have equivalent courses at Rice; therefore, transfer credit (with no grade assigned) is applied to the student’s Rice transcript upon completion of the course. Courses must have been taken for a letter grade even though that grade is not transferred to your Rice transcript.
- A copy of your grade report from the university where you completed the course must be submitted to the Academic Program Administrator.
- Since these courses are considered the same as courses taken at Rice, the transfer credits for inter-institutional courses are not counted against the maximum allowable transfer courses for your program.

In order to qualify for an inter-institutional course all of the following criteria must be met:

- You must be registered **full-time at Rice** during semester course is taken. (Note: It is especially important that MBE students who wish to take inter-institutional courses so during the fall and spring semesters only, when they are normally registered full-time at Rice. Inter- institutional courses will not be approved unless the student is registered full time at Rice during the semester they take the inter-institutional course.)
- Requested class must not be offered by Rice during the term taken.
- Requested class must be necessary for the completion of the graduate degree.
- Number of credits allowed per term/semester may vary depending on the policy of the host school.
- All approval signatures must be obtained.
- If you are taking an inter-institutional course during your last semester before graduation, it is your responsibility to assure course credit will be transferred in time for Rice grade deadlines.

IMPORTANT

IF YOU ARE AN INTERNATIONAL STUDENT
AND WISH TO TAKE AN INTER-INSTITUTIONAL COURSE, YOU
MUST CHECK WITH OISS REGARDING ADDITIONAL PAPERWORK.
MOST HOST SCHOOLS WILL REQUIRE A COPY
OF I-20/DS02019, VISA STAMP, PASSPORT ID PAGE, AND I-94.

Summer Registration

Graduate students in the PhD program must register for summer research hours (BIOE 500).

BIOE 506: If you are planning to take BIOE 506 be aware this course is not considered a research course. If you wish to complete a summer internship, you should register for BIOE 506 in the subsequent fall semester. If you choose to take non-research courses in the summer, tuition will be charged Tuition waivers are not generally available and will not be approved for summer classes, even for students who receive full tuition waivers during the fall and spring semesters.

Policy on Incompletes

A grade of “incomplete” may be awarded only if you have done work in the course, the instructor judges the reasons for granting incomplete status to be valid, and the instructor determines that the work can be completed in the time specified by University Policy. It is your responsibility to request an incomplete before the due date of the required work. (It is recommended an agreement for an incomplete be documented in writing e.g. email.) If an incomplete is granted, all work in the course must be completed by the date agreed upon by the student and instructor and before the deadline date listed in the Academic Calendar.

Grading Procedures

General grading procedures can be found at https://registrar.rice.edu/students/gpa_calculation .

- S/U courses (BIOE 500, 504, 698, & 699) will not count toward the total 30 credit hours graded with a standard letter grade required to meet degree requirements. In the case of PhD students, these credits will count toward the total of 90 credit hours required for the PhD degree.
- MBE students should not take courses graded as satisfactory/unsatisfactory since these courses cannot be taken for a letter grade and will not count toward required hours for the MBE degree.
- Audit: You may audit one or more courses by securing permission of the instructor and by registering as an auditor with the Office of the Registrar. (This is done by completing a Special Registration form.) You may audit courses at any time during your graduate program. There are no credit hours associated with audited courses, and auditing a course does not affect your GPA. Requests to audit a class or to change from audit to credit or vice versa must be done by the end of the second week of the semester. The grade designation “AUD” is used audited courses, and specifically when you have met the audit requirements of the course as defined by the instructor. A grade designation of “NC” will be given if you do not meet the audit requirements.

Interruption of Studies

There are two types of interruptions in study: short-term releases and separations. Both releases and separations may be either voluntary or involuntary. Separations are periods of no enrollment and require specific reinstatement or readmission processes. Types of leaves, interruptions of study, and withdrawal include:

Types of Student Leave

Type	Description
Voluntary	Short-Term Medical and Parental Release
	Leave of Absence
	Medical Leave of Absence
	Nonmedical Withdrawal
	Medical Withdrawal
Involuntary	Disciplinary Withdrawal
	Medical Withdrawal
Student Resignation	Resignation with no intent to return. (This is usually due to non-adjudicated disciplinary action)

More information is available at <https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-all-degrees/>

Holiday and Vacation Time:

During the first semester of study, all graduate students observe the holidays listed in the Academic Calendar (registrar.rice.edu/calendars/fall17/)

MBE Students

MBE students in both tracks observe the holiday listed in the Academic Calendar throughout their studies. Students in the MBE GMI track may have a slightly altered schedule when participating in internships.

MBE Students (both tracks): Attendance at class meetings is essential to academic success. You are expected to take personal responsibility for class attendance and bear the responsibility for the effect that absences may have upon performance and evaluation in the course with consequences up to and including dismissal from the program.

PhD Students

Beginning in the second semester, PhD and MS students engaged in research receive two weeks paid vacation based on an academic year calendar (August 16 to August 1), in addition to designated staff holidays, including winter break when the university is officially closed.

Rice is not officially closed during spring break; therefore, you do not automatically receive spring break as time off. All requests for vacation time, including spring break, must be approved in advance by the student's advisor.

Extraordinary circumstances that deviate from this policy are considered on a case-by-case basis and are at the discretion of the advisor.

Outside Employment

MBE Students

MBE Applied Bioengineering Track

MBE students in the Applied Bioengineering track may accept outside employment on or off-campus without prior approval. The work performed must be incidental to work carried out in pursuit of your degree. You are cautioned to balance your employment and academic activities so that you can appropriately meet your academic responsibilities.

MBE Global Medical Innovation Track

MBE students in the Global Innovation Bioengineering track may accept employment on or off-campus without prior approval, however, you must keep in mind the requirements of this program and are cautioned to balance your employment and academic activities to assure employment does not interfere with the specific responsibilities of the GMI track.

PhD and Master's Thesis Students

As a PhD student you are receiving a stipend from fellowships or assistantships, therefore, and you may not accept any regular paid employment on or off campus without the explicit permission of the department.

- If permission is granted, as a full-time student (whether receiving stipend support or not) you may not accept paid employment in excess of 20 hours per week.
- You must have completed at least one academic year and be in good standing to request approval for outside employment.
- To request approval, you must petition the Graduate Academic Affairs Committee. The petition must include the written approval of your advisor before it will be considered by GAAC. You must receive approval of GAAC prior to accepting a paid employment position on or off campus.

International Students

In addition to adhering to the policies ruling your specific program, international students in all programs wishing to accept employment must consult the Office of International Students and Scholars about the possible impact working full or part-time will have on their visa status.

Transfer between Programs

Specific rules apply to students who request to be transferred between graduate programs.

PhD to Master's (Thesis-based)

Requests to change from a PhD to a Master's thesis program are only granted under special circumstances. If you wish to change from a PhD to a Master's thesis program you must obtain the permission of your advisor and then petition the Graduate Academic Affairs Committee in writing. Each request is considered on a case-by-case basis and must receive the approval of your advisor and the Chair of the Department.

PhD to Bioengineering MBE Professional Master's Program (both tracks):

Admission into a professional master's program (Applied Bioengineering or Global Medical Innovation track) is granted separately from admission into a research or thesis program. If you wish to change from a thesis program to a professional degree program must petition the Graduate Academic Affairs Committee in writing. If you change from the PhD to the MBE program you must keep in mind that all academic requirements of the MBE program must be met. Upon recommendation of the department, a request is sent to the Office of Graduate and Postdoctoral Studies for consideration and a final decision

If you received tuition waivers while enrolled in the thesis program you will be expected to repay tuition before your professional degrees are awarded.

Professional degree programs terminate when the degree is awarded. If you wish to continue graduate study after completing a professional program you must reapply for consideration of readmission into a research program.

MBE (both tracks) to PhD

Admission to the MBE program is granted separately from admission into a research or thesis (PhD) program and admission to the MBE program does not guarantee admission to the PhD program. If you are working towards an MBE degree and anticipating graduation prior to the semester in which you would begin the PhD program you may apply to the PhD program. Your application will be evaluated using the same criteria applied to all other PhD applicants.

Transfer between MBE Tracks

Due to the differences in the Applied Bioengineering (AB) and Global Medical Innovation (GMI) MBE tracks, it is difficult to switch from one track to the other. If you request a transfer from one track to another, you must keep in mind that many of the credit hours may not transfer between tracks since all requirements of the track to which you transfer must be met. Each request will be handled on a case-by-case basis and must be approved by the Director of the MBE program (GMI students), the Chair of the MBE Committee, the Director of Graduate Studies and the Graduate Academic Affairs Committee. All requests should begin with a petition to the GAAC Committee. (Petitions should be submitted to the Academic Program Administrator at ges2@rice.edu or BRC 1030H).

Transfer to a Graduate Program in a Different Department

If you wish to transfer to a graduate program in a different department, you must be accepted into the other department's graduate program and must receive permission of both departments before the transfer can be approved. You must petition the Graduate Academic Affairs Committee once approval is received from the department to which you wish to transfer. Final approval lies with the Office of Graduate and Postdoctoral Studies.

Equal Opportunity/Non-Discrimination/Affirmative Action Policy

Rice University is committed to the principle of equal opportunity in education and employment, and it is the policy of the University to attract qualified individuals of diverse backgrounds to its faculty, staff and student body.

Accordingly, Rice University does not discriminate against individuals on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, ancestry, age, disability, or veteran status in its admissions policies, educational programs, or employment of faculty or staff.

The University takes affirmative action in employment by recruiting, hiring and advancing women, members of underrepresented minority groups, and qualified special disabled veterans, veterans of the Vietnam era, recently separated veterans, and other protected veterans (as those categories are defined by law).

The Director of Equal Employment Opportunity Programs and Affirmative Action is the University's designated EEO Officer and Title IX Coordinator, and inquiries concerning the University's policies and compliance with applicable laws may be directed to the EEOP/AA Office (M.S. 130), P.O. Box 1892, Houston, TX 77251-1892 or Allen Center, Room 205. The Director reports to the President of the University. Complaints that allege discrimination or harassment may be brought to the attention of the Director (when involving either students or employees), the offices of the Dean of Undergraduates or Vice Provost for Research & Graduate Studies (when involving students), or the Human Resources office (when involving employees). The University will investigate complaints and provide effective remedial action where necessary.

Title IX

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 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.

Policies, including Sexual misconduct Policy and Student Code of Conduct and more information regarding Title IX can be found at safe.rice.edu.

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.

Graduate Peer Mentoring

The Bioengineering Graduate Student Association serves as a resource to help you navigate your way through the BIOE graduate program.

You are encouraged to participate in the GSA and seek out fellow graduate students to serve as peer mentors.

Quality of Life Student Resources

The Rice University campus-wide Graduate Student Association maintains an up-to-date and comprehensive list of resources supporting quality of life at their website <http://gsa.rice.edu>.

The GSA Guide to Grad Life menu has information for topics ranging from recreation to professional development

to family resources and child care. The site also provides helpful hints for new students about orientation, housing, and navigating the Houston area.

Additionally, there is a student life section of the Office of Graduate and Postdoctoral Studies website:
<http://graduate.rice.edu/studentlife>.

Both of these websites are updated frequently and provide information for prospective and current graduate students.

The Wellbeing and Counseling Center

The Wellbeing and Counseling Center supports student development and success by providing a good first point of contact for students who want to talk to someone about solutions to their wellbeing and mental health concerns.

The Wellbeing Center is available Monday – Friday, 9:00 am to 5:00 pm.

- Walk-in: Gibbs Wellness Center
- Phone: 713-348-3311 (24/7).
- In case of an emergency: 713-348-6000 (24/7).

Program Guidelines:
Doctor of Philosophy

Introduction: The Rice University Bioengineering PhD program is a comprehensive program providing you with a fundamental understanding of the life and medical sciences, advanced analytical and engineering capabilities, and translational research. With this educational background, you will be well prepared to participate in independent or collaborative research and development endeavors in industry or academia.

Program Learning Outcomes for the PhD Degree Program in Bioengineering

Upon completing the PhD degree in Bioengineering, you will be able to:

1. Work as independent researchers.
2. Acquire a graduate-level understanding of foundations in Bioengineering and apply this material across a variety of sub-disciplines.
3. Integrate knowledge from different sources to solve a defined Bioengineering problem.
4. Acquire deep knowledge in a sub-discipline in which they will pursue their dissertation.
5. Demonstrate professional skills in both oral and written communication.

Research and Scholarly Activities

Research and other scholarly activities of all students must conform to Rice University policies. It is recommended that you familiarize yourself with these policies before embarking on research or other scholarly activities. Particularity pertinent to students are policy 324-00 (Research Misconduct), policy 326-98 (Human Health and Safety in the Performance of Research, policy 333 (Software Policies), and policy 334 (Copyright Policy).

PhD Curriculum

Students pursuing the PhD degree in the field of Bioengineering must complete:

- A minimum of 90 credit hours to satisfy degree requirements. In addition to foundation courses, PhD students must earn additional credits they need for graduation by registering for the PhD research course, [BIOE 500](#), during the terms they are engaged in research.
- A minimum of 30 credit hours from foundation, supporting, and advanced courses with high standing (500 level or above).
- A minimum of 15 of the 30 semester hours of graduate level classes must be designated as BIOE classes
- A minimum GPA of 3.2.
- The following foundation courses are required of all PhD students. Courses graded for a standard letter grade are counted toward the 30 required semester hours.

Course No.	Course Name	Credits	Comments
BIOE 516	Mechanics, Transport, and Cellular Signaling	3	
BIOE 517	Instrumentation and Molecular analysis	3	
BIOE 518	Introduction to Computational Biology	3	
BIOE 519	Biomaterials	3	
BIOE 633 or BIOE 690	Life Sciences Entrepreneurship Professional Development for Bioengineering	1.5 3	Students should not take BIOE 690 during their first year of study. This course is intended to be taken by students in their 2 nd year or above.
UNIV 594	Training in the Responsible Conduct of Research	1.0	This course if graded as “satisfactory” or “unsatisfactory” and does not count toward the 30 required semester hours
BIOE 539 or MATH/STAT/ CAME elective	BIOE 539 or MATH/STAT/CAAM elective	3.0	Graduate Students should take BIOE 539 in lieu of BIOE 439

In addition you must

- Show evidence on their undergraduate transcript of completion of fundamentals of systems physiology, physical biology, and statistics. (If courses were not taken for an undergraduate degree, they must be completed at the beginning of the PhD program. Only one of these courses may be used as credit for the 30 required courses and only if it is at the 500-level or above.) Fulfill a teaching requirement. After their first semester in residence, students may be asked to spend the equivalent of six to 10 hours per week for a total of three semesters on teaching assignments.
- Submit a thesis proposal. PhD students must submit and successfully defend their thesis proposals by the end of their fourth semester in residence.
- Submit a thesis that provides evidence of their ability to carry out original research in a specialized area of bioengineering.
- Defend the thesis in a public oral examination.

Advanced Topic Courses: A large array of advanced specialty courses is available to BIOE graduate students. Each student should, in consultation with his or her advisor, select the courses most appropriate for his or her research. Advanced topic courses may be used to meet the 30 semester hours of graduate level courses.

Specialization Track: Student may elect a specialization track during their graduate Studies. To fulfill the requirements of the track, students must take three (3) supporting courses in the area of interest. The student must consult with his or her advisor regarding appropriate courses to support their chosen track. Six major tracks that reflect interests within the Bioengineering Department are recognized:

- Systems and Synthetic Biology
- Biomaterials and Drug Delivery
- Tissue Engineering and Biomechanics
- Computational and Theoretical Bioengineering
- Biomedical Imaging and Diagnostics
- Cellular and Biomolecular Engineering

Academic Requirements

The university minimum requirement for the doctorate degree is 90 semester hours beyond the bachelor's degree.

- You are responsible for completing the various phases of the graduate program within the prescribed time limitations.
- You must earn a grade of B- (2.67) or above in all course work counted toward your coursework requirements. Courses in which you receive a grade below a B- (2.67) may not be used to fulfill degree requirements.
- You must take a minimum of 30 credit hours of graduate level foundation and advanced topic courses. Of those, 15 credit hours must be graduate level BIOE courses.
- As with all graduate students, your thesis advisor or thesis committee may require further course work if it is considered essential to your thesis research.
- During the first semester in residence, you must take a minimum of twelve semester hours including three advanced courses (9 semester hours) for a standard letter grade. (Courses taken on a "pass/fail" or "satisfactory/unsatisfactory" basis do not count toward this 9 semester hour requirement.)
- After the first semester, departmental policy requires that you be registered for a minimum of 12 credit hours in fall and spring. If hours are needed in addition to course work, you should register for between 1 and 15 semester hours of BIOE 500 per semester during the terms you are engaged in research.
- You must register for a minimum of six semester hours of BIOE 500 during the summer semester to be eligible for a stipend.

- You are expected to fulfill the research requirements defined by you advisor to earn a “satisfactory” grade in BIOE 500 (Graduate Research).
- Most formal courses should be completed in the first year of residence to allow you to commence thesis research on a full-time basis by the end of the second semester.
- If you received a credit for graduate courses taken during MS studies or if you are a MD/PhD student you may petition the Graduate Academic Affairs Committee (GAAC) to relax the requirement for registering for nine hours of advanced courses during the first semester.

Transfer Credit

If you are entering Rice with a master’s degree or have taken graduate level courses as an undergraduate you may petition the Graduate Academic Affairs Committee (GAAC) to receive credit for graduate courses taken. The following applies:

- No course can be used to satisfy both an undergraduate and graduate degree requirement.
- You must still take at least 18 semester hours of advanced courses at rice.
- No more than 12 semester hours may be transferred.
- The courses to be transferred must be chosen from those that normally satisfy requirements for an advanced degree.
- Each case must be individually approved by the Graduate Academic Affairs Committee based on the work done.
- You may not count a course toward the PhD requirements if the course is substantially the same as one already counted toward the PhD degree requirements. The decision as to whether a course is “substantially the same” will be made by the Graduate Academic Affairs Committee.

Academic Waivers

In specific instances, the Graduate Academic Affairs Committee may waive a course. If a course is waived, the equivalent number of hours will reduce the required 30 semester hours on an hour-by-hour basis. However, waived courses do not reduce the 15 hours of BIOE courses required. If a BIOE course is waived, another BIOE course must be taken to meet the 15 hour requirement. Waivers are considered on a case-by-case basis.

MD/PhD students in the Medical Scientist Training Program may waive 12 semester hours of credit based on work completed during their medical school training. You must submit a petition to the Graduate Academic Affairs Committee to receive formal approval of this waiver. Waived credit hours will reduce the required 30 semester hours on an hour-by-hour basis.

The following policies apply:

- You must still meet the minimum requirements of completing 18 hours at Rice including 15 hours of BIOE courses as part of their degree requirements.
- MD/PhD students must meet minimum university requirement of 90 semester hours including research hours.

First Semester Advisor

During the first semester, you will be advised by the Director of Graduate Studies and the Graduate Academic Affairs Committee. Once you officially join a lab, your advisor will take over the primary advising role.

Lab Rotations and Choosing a Thesis Advisor

The key for successful PhD graduates is the relationship with their research advisor. To facilitate learning about various research projects and lab environments, you are required to participate in lab rotations. The purpose of lab rotations is to

- assist you, as first-year student, in choosing an advisor and a lab for conducting thesis research
- provide an opportunity for you to explore research options other than their declared area of interest.
- encourage cohesion within the department

To facilitate and optimize the rotation experience for both students and faculty, it is important that you and your advisor meet prior to the start of any rotation to discuss expectations, goals, requirements, and laboratory guidelines. It is your responsibility to arrange to meet with the advisor to discuss what is expected during the rotation period. During this meeting, the advisor should make clear his or her expectations for the rotation. In general, you should expect to spend approximately ten (10) hours in the lab per week for each rotation.

You are expected to rotate with advisors within the department of Bioengineering; however, you may choose to complete one rotation outside the Bioengineering department. The mentor for this rotation must be a faculty member whose primary appointment is in a department at Rice University or, if at an institution external to Rice, the faculty member must hold an adjunct faculty position with the department of Bioengineering.

Although strongly discouraged, rotations may be carried out concurrently. It is important that you actively engage in the lab during the rotation period. Suggested activities include attending lab meetings, interacting with graduate students and post-docs, and discussing research with the faculty member.

Waiver of Rotations

You must complete three (3) rotations unless they fall into one of the categories listed below:

1. If you are a MD/PhD student who has selected a thesis advisor in the department of Bioengineering and started your thesis research you should submit a rotation waiver request.
2. If you are a MD/PhD student who has not selected a thesis advisor you must complete a minimum of two laboratory rotations and submit a waiver request for the third rotation.
3. If you are a student recruited on behalf of a specific faculty member with this stipulated in in your official admission offer letter you should submit a rotation waiver.

Note: Unofficial agreements made between you and any advisor does not exempt you from the requirement of completing three rotations with three different advisors.

Rotation & Matching Process

Rotation In Labs

1. Register for BIOE 504

This course gives the student an opportunity to experience different research projects while allowing the faculty to assess the interests and aptitude of the students.

This course is a three (3) credit course and is graded “satisfactory/unsatisfactory.”

Students must successfully complete a minimum of three (3) lab rotations to receive a satisfactory grade and to be allowed placement with an advisor.
2. Attend Research Presentations

Research presentations will take place during orientation to introduce students to bioengineering research in the department.

Students will be provided a list of advisors within the Department of Bioengineering who expect to accept students into their labs.

Students should rotate within these labs.

Students may elect to rotate in a laboratory as a way to broaden their background in an areas of bioengineering or develop a new collaboration
3. Talk with Faculty and Submit Rotation Notification Form

Students should submit a Rotation Notification Form signed by the faculty member the student elects to rotate with

Deadline for submission and beginning of rotation will be given at Orientation
4. Complete 2 of 3 lab rotations

Lab rotations should last approximately three (3) weeks each.

Students shall spend enough time in the lab to understand the research projects and approaches and to interact with lab members and the advisor.

Specific rotation requirements will be determined by the advisor.

The deadline for completing all rotations will be published early in the semester.

Note: Students who matriculate early and work in labs in the summer, may NOT count this work as one of their official rotations, however, they may rotate in this same lab during the first semester. This rotation will count toward the three required rotations.

5. Concurrent with #4, Submit the "Third Rotation Request form"

Submit the "Request for Third Rotation" form by the end of the second week of your second rotation.

List at least three possible advisors in whose lab you may wish to rotate

Labs in which you have already rotated should not be included. (Exception: as noted in #4, you may rotate a second time in a lab in which you rotated during the summer.)

You will be notified of approval of your third rotation request prior to when you must begin the rotation.

You are strongly encouraged to discuss the possibility of rotating in an advisor's lab as your third lab rotation before you submit your request for your third rotation.

6. Complete Third Rotation

Complete rotation with approved advisor.

Note: you may do more than three rotations if time permits and the advisor agree to you rotating in their lab in advance. The Director of Graduate Studies should be notified of your intent to rotate in additional labs prior to beginning the rotation. This notification may be made by email.

7. Submit verification form for each completed rotation

As part of the lab rotation grade, you are required to submit a lab rotation assessment form at the end of each official rotation (including rotation in addition to the three required rotations).

Rotation assessment forms should be submitted as rotations are completed. (Do not wait until the end of all three rotations to submit forms.)

Failure to submit a minimum of three (3) lab rotation assessment forms will result in a grade of "unsatisfactory" and may prevent you from choosing an advisor.

Once all lab rotations are completed:
Choosing an Advisor

8. Submit the "Advisor Selection" form

Submit the "Advisor Selection" form providing a ranked list of advisors and research projects by the published deadline

You must choose projects under the direction of three different advisors.

Although strongly discouraged, you may request and advisor with whom you did not rotate; however, you must have, at minimum, discussed research opportunities with this advisor and must submit documentation of this discussion.

Policies for Choosing Advisor

1. As a PhD student you are expected to choose a primary advisor in the Bioengineering Department.
2. You may, in special circumstances, request an advisor in another department at Rice. If you do request a primary advisor in a department other than Bioengineering, the advisor should be one who works collaboratively with the Department of Bioengineering and holds an adjunct or joint appointment within the department.
3. You may, in extraordinary circumstances, choose an advisor who does not hold a primary position in a department at Rice University.
 - These advisors are known at “external advisors.”
 - If you choose an external advisor, you must have a co-advisor whose primary appointment is in the Department of Bioengineering
 - The co-advisor’s role must agree to financially support you should the external advisor choose to no longer financially support you. Such support is contingent upon the pursuit of collaborative projects and available funding at the time the relationship with the external advisor ends.
 - You must have an agreement with the Bioengineering co-advisor prior to submitting the Advisor Selection form.
 - You must submit an External Advisor Agreement form before an external advisor will be considered by the Director of Graduate Studies or the Graduate Academic Affairs Committee.
4. If you are approved to have an advisor outside the Department of Bioengineering (another Rice department or outside of Rice) you are expected to follow all procedures and meet all degree requirements of the Department of Bioengineering.
5. If you are approved to have an advisor outside the Department of Bioengineering (another Rice department or outside of Rice) you advisor may have additional expectations which you are expected to follow in addition to Department of Bioengineering requirements
6. MD/PhD Students
 - Must choose an advisor whose primary appointment is in the Rice University, Department of Bioengineering
 - must notify the coordinator of the Baylor Medical Scientist Training Program of your choice of advisor.

Matching Policy and Procedures

1. The selection process is coordinated by the Department of Bioengineering Director of Graduate Studies and the Graduate Academic Affairs Committee. Every effort is made to match your needs and those of the faculty with available funded research projects.
2. Several factors are considered during the matching process, including funding, available space, academic standing, rotation performance, and the relationship between you and your potential advisor.
3. The Director of Graduate Studies and the Graduate Academic Affairs Committee will announce advisor matches once all students have submitted their Advisor Selection forms and placements have been approved...
4. Notifications are usually made within two weeks of the Advisor Form submission deadline.

5. In special circumstances, where you cannot be placed with an advisor immediately, you will be notified of the delay and efforts to assign you an advisor will be handled on a case-by-case basis. Although the department will provide guidance, it is ultimately your responsibility to find an advisor who is willing to accept you into his or her lab. If you do not have an assigned advisor by the end of the fall semester (December 15), you should make finding an advisor one of your top priorities.
6. In all cases, a student should be accepted into an advisor's lab no later than December 31st. Satisfactory progress in the department required that you begin full time work on your graduate research during your second semester. If you are not accepted into a lab by the end of the first semester, this requirement is not met and you may be considered for dismissal from the graduate program.

Financial Support

Financial support is dependent upon satisfactory performance, reasonable progress towards degree requirements, and the availability of funds. Stipends are subject to all the usual federal taxes.

For purpose of meeting guidelines for financial support, you are considered a full time student when you are enrolled in three or more advanced courses (9 semester hours). However, for the purpose of meeting academic requirements in the Bioengineering department, you are expected to take a minimum of twelve semester hours that are graded using a standard letter grade scale.

The department will fund you for the first semester (4.5 months) of study. In most cases this covers the period from August 16 to December 31. Advisors become responsible for your financial support the first day of the second semester of study. Advisors are expected to pay 100% of your stipend unless your stipend is funded by an external fellowship, scholarship, training grant, or other source of funding which covers all or a portion of your stipend.

You are required to notify the Department of Bioengineering of any external fellowships or scholarships they receive immediately upon receiving the award, including awards received prior to matriculation.

Non Scheduled Absences

Active participation in required academic activities, including laboratory work, is a basic condition of financial support. Absences, other than medical and family emergencies, must be approved by your advisor in advance. In the case of medical or family emergencies, notification is expected in as timely a manner as possible depending upon the specific situation.

If you are not present and carrying out required academic activities for more than one week, without approval of the absence, you will receive an immediate written warning. If you are absent from required academic activities for a contiguous two weeks without permission and without mitigating circumstances you may be judged as making inadequate academic progress and are subject to termination of financial support.

Support Limitations

The normal limit of financial support for graduate students is ten semesters (excluding summers). If you anticipate taking longer than 10 semesters for completion of the PhD degree you must consult with your advisor. The advisor may require you to submit an additional progress report providing the following:

1. Summary of work accomplished since the presentation of the thesis proposal,
2. specific information on research work remaining to be done, and
3. estimated time to completion.

The advisor, in consultation with the thesis committee, shall consider your progress, exceptional circumstances which justify continued funding, and the availability of funding when making a decision regarding whether your funding should be continued for a specific period. Continued support shall be reevaluated annually or more often as appropriate.

If your funding has been terminated you may continue to register and work on research projects as long as you continue to make acceptable progress toward the degree requirements. If you fail to continue to make acceptable progress you are subject to dismissal from the program.

External Fellowships/Awards

You are encouraged to seek external fellowships and awards. The Office of Proposal Development (<http://opd.rice.edu>) offers an extensive array of proposal development services when developing and writing proposals for federal agencies and other entities to seek funding for research projects. You are encouraged to take advantage of their services.

If you receive an external award, the following apply:

- If the total amount of the fellowship, including stipend, insurance, etc. is below the current stipend offered by the Department of Bioengineering, the student's fellowship is
 - supplemented to equal the current Rice stipend level, and
 - the student's is provided an additional \$4000 supplemental stipend for the period of the fellowship.
 - These supplements are paid by the department during the first semester (4.5 months) of study. The advisor becomes responsible for the supplemental payments beginning the second semester of study, or for students who receive awards after the first semester, on the date the fellowship/scholarship becomes effective. The fellowship/scholarship must be competitive and designated for the graduate stipend.
 - Bioengineering has an expectation that students will receive the \$4000 bonus from their advisor; however, since the annual bonus is paid by your advisor and not the Department of Bioengineering, the department cannot guarantee you will receive the \$4000 bonus if your advisor's primary appointment is not in Bioengineering. You should discuss this bonus with your advisor when applying for fellowships.

- If the total amount of the fellowship, including stipend, insurance, etc. is above the current stipend offered by the Department of Bioengineering, the student's fellowship is
 - supplemented by an additional \$4000 annual supplement during the period of the fellowship.
 - This \$4000 annual supplemental stipend is offered regardless of the amount of the stipend provided by the external funding.
 - Students with external advisors should make their advisors aware of this policy when joining the lab or applying for competitive scholarships.
 - Bioengineering has an expectation that students will receive the \$4000 bonus from their advisor; however, since the annual bonus is paid by your advisor and not the Department of Bioengineering, the department cannot guarantee you will receive the \$4000 bonus if your advisor's primary appointment is not in Bioengineering. You should discuss this bonus with your advisor when applying for fellowships.

The supplement is paid by the department during the first semester (4.5 months) of study. The advisor becomes responsible for the supplemental payments beginning the second semester of study, or for students who receive awards after the first semester, on the date the fellowship/scholarship becomes effective. Students with external advisors should make their advisors aware of this policy when joining the lab or applying for competitive scholarships. The fellowship/scholarship must be competitive and designated for the graduate stipend.

If a student's fellowship/scholarship ends or is revoked during the student's studies at Rice, assuming the student is achieving satisfactory performance, reasonably progressing toward their degree, and funds are available, the student will receive financial support (department stipend and associate tuition waiver) at the level provided by the Department of Bioengineering at the time. The student will no longer receive the \$4000 supplemental stipend. If

after the first semester, the advisor will become responsible for the stipend immediately upon the termination of the fellowship.

Training Grants

If a student is awarded a training grant for an amount below the current level of support offered by the Department of Bioengineering, the student's grant is supplemented to equal the current stipend level. This supplement is paid by the department during the first semester of study. The advisor becomes responsible at the beginning of the second semester of study, or for students who receive training grants after the first semester, on the date the training grant becomes effective. Students with external advisors should make their advisors aware of this policy when joining the lab or applying for training grants.

If the student's training grant ends or is revoked during the student's studies at Rice, assuming the student is achieving satisfactory performance, reasonably progressing toward their degree, and funds are available, the student will receive financial support (department stipend and associate tuition waiver) at the level provided by the Department of Bioengineering at the time. The department will pay the stipend if the student is in the first 4.5 months of study; the advisor is responsible beginning the first day of the second semester of study, or if after the first semester, the date the training grant becomes effective.

Extenuating Circumstances

There may be circumstances where your advisor may not have adequate funding to support your stipend or supplemental funding. In such situations, issues will be resolved on a case-by-case basis in consultation with the Chair of the Department of Bioengineering.

Teaching Requirement

Teaching is a graduate degree requirement. The following apply:

- You may be asked to spend the equivalent of ten (10) hours per week on teaching assignments.
 - Teaching assignments may involve tutoring, leading recitation sections, grading papers, or supervising work in an undergraduate laboratory.
 - Each teaching assignment will usually be given a point value of 0.5 to 1.5 based on the amount of effort required to TA the course. In rare cases, point values of 0.25 and 2.0 will be used. You must complete a total point value of 2.5 teaching assignments. You will TA for more than a point value of 2.5 only in exceptional circumstances and with the approval of the Bioengineering Director of Graduate Studies.
 - You will not have teaching responsibilities during their first semester in residence, and usually not during their second. However, you are expected to complete their teaching assignment during the third through fifth semesters.
 - In cases where TA responsibilities conflict with a required course or the Bioengineering Colloquia (BIOE 698/699) the course or colloquia should be postponed for the semester.
 - If you are planning to pursue an academic career you are encouraged to request more involved teaching assignments.

TA Best Practices

- Teaching assistant positions will be filled according to specific requirements of the course as defined by the instructor and qualifications of the student.

- Efforts will be made to match students with their primary course choice; however, preference is given to the needs of the department. Therefore a preferred course cannot be guaranteed.
- Registering for courses which conflict with a TA assignment after the assignment is finalized is not permissible.
- Students will generally not be assigned more than one TA assignment during a semester. Rare exceptions will be approved in advance by the Director of Graduate Studies or the Associate Chair.
- Students will not TA a course in which they are currently enrolled.
- TAs will meet with the course instructor prior to the beginning of the teaching assignment to discuss expectations and deadlines.
- TAs is expected to attend scheduled classes for the course in which they are serving as a TA unless specified otherwise by the instructor.
- The number of hours required for teaching assignments varies depending on the course. TAs should expect to devote approximately eight (8) hours per week to TA responsibilities.
- TA responsibilities vary depending upon the class. TAs is expected to fulfill all reasonable requests made by the instructor. Serious conflicts should be discussed with the Director of Graduate Studies.
- TAs is expected to work collaboratively with other TAs and graders as necessary.
- TAs whose stipend is paid in full or part by funding from the Office of the Dean of Engineering must attend the TA workshop organized by the Office of the Dean.
- Instructors will provide TAs sufficient instructions at the beginning of the TA assignment to assure the TA is aware of the instructor's expectations.

TA Honor Code

- TAs should follow the appropriate code of conduct. This includes acting in a trustworthy and responsible manner, treating others with respect, treating students fairly, and limiting their interactions and relationships with students in the class to a professional nature while serving as a TA.
- Teaching assistants are responsible for knowing the contents of the *Honor Code TA Handbook*. These publications can be found at <http://honor.rice.edu/ta-handbook/>. TAs should refer to the handbook in cases of suspected violations of the Honor Code and are expected to follow the appropriate procedures in such cases.
- It is the TA's responsibility to disclose any possible conflicts of interest to the instructor. This includes, but is not limited to, disclosure of personal relationships with members of the class. When in doubt about a possible conflict of interest, the student TA should discuss the specific situation with the instructor.

Thesis Committee and Proposal

The Department of Bioengineering does not require a qualifying exam. Successful presentation of a thesis proposal is required in lieu of such an exam. You must have completed the following before the beginning of the fifth semester in residence (excluding summer semesters):

- select a thesis committee
- prepare a thesis proposal, and
- Defend the thesis proposal to their thesis committee.

Thesis Committee Members

The composition of the thesis committee must comply with University policy. Rules regarding the members of the thesis committee are governed by the *General Announcements* and will not be waived.

The thesis committee must have a minimum of three members.

- Two (2) members including the committee chair must be members of the Bioengineering faculty with their primary appointment in the Bioengineering Department, or who hold joint appointments with the Department of Bioengineering. (Adjunct faculty do not fulfill this requirement)
- One (1) member must be a faculty member whose primary appointment is in another department within the university. .
- You must choose a Thesis Director and Committee Chair. In most cases, your advisor serves as both the Director and Committee Chair. However, if your advisor does not hold a primary or joint appointment in the Department of Bioengineering, you must request a faculty member of the Department of Bioengineering to serve as the Committee Chair and your advisor will serve as the Thesis Director
- Additional members of the committee, who may or may not meet the above criteria, may be selected with the approval of the department chair.

Written Thesis Proposal

You must pass your thesis proposal prior to the beginning of their fifth semester (excluding summers). The thesis proposal is a written summary of research progress up to the point of the date of the proposal and future research plans. The proposal defense should be viewed as an opportunity for you and your committee to assess your progress and knowledge of the research field, and to assure you have developed a coherent research plan, and to provide the student with input from the members of the committee in time to incorporate useful suggestions in the thesis research.

The document should contain (at minimum) the following sections:

- abstract (not to exceed 250 words)
- background with extensive literature survey
- problem statement
- research plans and methodology
- any results obtained up to this point, and
- proposed time-line for completion of thesis research

The length and breadth of the thesis proposal should be discussed with your advisor. The advisor may, within reason, require additional information be included. Portions of manuscripts or reports to sponsors (if available) can be incorporated in the thesis proposal.

The thesis proposal must be distributed to the members of the thesis committee at least one week prior to the scheduled presentation.

Oral Thesis Proposal Defense

All members of your thesis committee should be physically present at the oral defense. In rare circumstances, where a member cannot be physically present, he or she may participate via technologies such as videoconference or Skype. In such circumstances, you must receive prior approval from advisor. You must indicate on your thesis proposal form any committee member who participated in your thesis defense via electronic means. You must also obtain the signature of any members who participate via electronic means prior to submitting the completed thesis proposal form.

Thesis Proposal Committee Decision

The Thesis Committee may make one of three decisions regarding the thesis proposal, “pass without reservations,” “pass with reservations.” or “fail.”

- Pass without Reservations: You will continue research based upon their thesis proposal
- Pass with Reservations: Committee members must, within one week, provide you an explanation of deficiencies and a written and reasonable time frame for you to correct identified deficiencies. If you fail to correct deficiencies within the established time frame, you will be required to redefend the entire proposal or be subject to dismissal from the program.
- Fail: If you fail the thesis proposal, the committee may, by unanimous vote, allow you to redefend within a reasonable time frame. You are allowed to redefend only one. If you fail the thesis proposal defense proposal a second time, you are subject to dismissal from the program.
- In extraordinary circumstances, exceptions this rule may be appealed via petition. This petition must be approved by your advisor and submitted to the Graduate Academic Affairs Committee for consideration.

Documentation (Thesis Proposal Defense Forms) of the thesis proposal defense must be submitted to the Department Academic Program Administrator to assure appropriate documentation is made to your record.

Internship Opportunity

In addition to course work PhD you are encouraged to participate in an optional three to six month internship experience. Well received by bioengineering graduate students, the internship provides an opportunity to gain real-world exposure and/or learn new techniques and tools to apply to their research or gain substantial teaching experience.

You may choose to intern in industry, clinical labs, government national labs, international labs, or teaching institutions. The internship training is managed through collaborative interaction between the advisor, the host, and the bioengineering program. You must notify your advisor of potential internship opportunities in a timely manner, preferably before the beginning of semester(s) in which you will intern.

Generally, you will not receive a graduate student stipend while participating in the internship. Details of financial arrangements should be discussed with your advisor and finalized prior to the internship. The BIOE Academic Program Administrator should be notified no less than three weeks prior to the beginning of the internship in order to assure time to make necessary revisions to payroll. If appropriate documentation is not received in time to make adjustments to your stipend, you will be responsible for repaying any overpayment you may receive. You should provide documentation (offer letter, evaluation) of the internship so that the internship can be properly documented in your student record.

Decisions regarding stipends from external fellowships during an internship is based upon the requirements of the fellowship/training grant and is made on a case-by-case basis. If you have received an external fellowship or training grant, it is your responsibility to assure that the internship does not conflict with guidelines and requirements of the fellowship or grant.

You must register for BIOE 500 during the time period you are completing the internship in order to maintain continuous enrollment.

Opportunities for Presentation of Research

You will be expected to present your research in an official forum at least once annually. This will ideally be in the form of a research talk at a local, national or international conference. You will also have an opportunity to present during the BIOE GSA “Breakfast Club” or at the annual Graduate Student Symposium. Poster presentations do not fulfill this requirement. You should document presentations as part of their progress report and notify the Academic Graduate Administrator so that the presentation can be properly documented in your student record. (Email notification is acceptable)

Other opportunities may be approved on a case-by-case basis. You should inform the Graduate Academic Affairs Committee by way of petition if you have not been given an opportunity to present your research so that additional opportunities can be arranged.

Progress Review and Evaluation

Advisor/Committee Meetings

- First Two Years: You will meet with their advisor as deemed necessary.
- After Thesis Committee Chosen: Once you pick the members of your thesis committee, the committee and advisor should meet with you on an annual basis or more often as deemed appropriate by their advisor or thesis committee. Documentation of meetings should be included in your semi-annual progress report.

Semi-Annual Progress Reviews

Submission of progress reports is one criteria used to determine satisfactory performance. The purpose of the progress review is to ensure that you and your advisor are communicating regularly regarding the progress on thesis research and your overall development. You are required to submit semiannual progress reports during the entirety of your graduate studies.

Reports are on a calendar year basis and cover the time frames, January to June and July to December. First year students are expected to complete a progress report for their first semester covering the time frame from August 15 to December 31.

You must submit progress reports using a three-part standardized review form. These forms must be completed and submitted by January 31 (July through December) and July 31 (January through June)

It is your responsibility to coordinate with their advisor to assure the progress report is submitted by the deadline.

If the advisor (or committee as appropriate) feels it necessary, a meeting will be arranged to further discuss your progress. The advisor (or committee as appropriate) should document recommendations to the student and a time line to meet recommended milestones in Section 3 of the progress review form.

Satisfactory Performance

You are expected to make continuous and satisfactory progress towards fulfilling your degree requirements. Satisfactory progress includes the following:

1. Minimum of nine (9) semester hours of graduate degree courses, graded using a standard letter grade scale, excluding courses taken on a “pass/fail” or “satisfactory/unsatisfactory” basis, by the end of the first semester in residence.
2. begin work on your thesis research on a full time basis beginning the second semester in residence
3. Present an annual oral presentation of your research beginning the second academic year of your residence and each year thereafter.
4. Submit progress reviews by the published deadlines.
5. Submit the written copy and successfully defend their thesis proposal in an oral presentation before the beginning of their fifth semester in residence (excluding summer semesters).
6. Petition for doctoral candidacy prior to the beginning of your ninth semester.

7. Maintain a grade point average (GPA) of 3.2 or better.
8. Make continuous progress in research.

Probationary Status/Possible Dismissal Due to Academic Grades

If your cumulative GPA falls below 3.2 you will be placed on probationary status. The period of probation extends to the end of the next semester (excluding summer) in which you are enrolled. Satisfactory/Unsatisfactory grades cannot be used to end probationary status.

Once you are placed on probationary status you have one semester (excluding summer semester) to improve your grades. If your GPA remains below 3.2 for two consecutive semesters, your advisor has the prerogative to immediately dismiss you or suspend your stipend and you may become responsible for tuition costs until your cumulative GPA is once again above 3.2.

Decisions to reduce or terminate your stipend or dismiss you from the program will be made on a case-by-case basis. The Graduate Academic Affairs Committee, the thesis advisor, and the Director of Graduate Study will consider all the factors that may have affected your performance before reaching such a decision. The Department Chair will be advised of all potential action prior to final actions of the involved parties.

If your GPA falls below 2.33 for two consecutive semesters, you will be immediately dismissed from the program without further warning in accordance with University Policy. (You will be notified of your status once final grades have been received and posted in your record.)

Inadequate Progress in Research

You earn research hours by registering for BIOE 500 (Graduate Research). You must register for BIOE 500 every semester, including summer semesters.

If you not make adequate progress in research during a semester, you will receive a grade of “unsatisfactory” in BIOE 500 and placed on probation during the subsequent semester. You will be subject to continuous evaluation. When you make a grade of “unsatisfactory” you will receive a written warning with notice of potential dismissal from the lab/graduate program. If you receive a grade of “unsatisfactory” in BIOE 500 for two semesters and have not met the milestones in the prior written warning, you can be immediately dismissed from the graduate program.

Possible Dismissal Due to Inadequate Progress in Research

If who are deemed as making inadequate progress towards meeting the goals of the program, you will be given written notice that you are on probation and may be considered for dismissal from your current research group and possibly the graduate program. This notice will include clear expectations required to regain a satisfactory standing. The first written warning allows a specific time period of no less than three calendar weeks to alleviate the deficiencies or problems resulting in the consideration of dismissal.

You are encouraged to seek other potential advisors during the probationary period(s) to provide an option should corrective action not be successful and you are dismissed from your current research group at the end of the final probationary period.

You will be reevaluated at the end of the initial warning period. If your advisor determines adequate progress has been made toward correcting deficiencies, the advisor may consider you in good standing and advise you in writing you are no longer being considered for dismissal.

If, at the end of the time frame allowed in the original written warning, there is inadequate progress toward correcting the stated deficiencies, you will be given a second written notification and additional time of not less than three weeks to attempt positive progress. The possibility of dismissal and the end of financial support must be clearly stated in this warning.

If, after the two written warnings and the passage of the specific probationary periods of no less than six weeks, you have not made significant progress toward correcting deficiencies and/or meeting your advisor's expectations, and the advisor is convinced that you will be unable to achieve adequate progress despite intervention or additional time, the advisor may dismiss you from his or her research group. The date of dismissal may correspond with the end date of the last probationary period or any date thereafter. The official date of dismissal will be included in this notification and you will be advised that financial support will end as of the date of dismissal.

Opportunity to Join a Different Research Group:

Having been given an opportunity to find another advisor during the probationary period, you may change advisors if accepted into another research group.

If you are dismissed due to inadequate progress you may not change advisors more than twice and may not have a total of more than three (3) advisors, including your initial advisor, during their career as a graduate student.

If you are unable to find another advisor, you will be dismissed from the graduate degree program.

Dismissal normally coincides with the end of a semester. A dismissal from the graduate program that takes effect during the semester requires approval of the Dean of graduate and Postdoctoral Studies in accordance with the *Guidelines for Dismissal, Petitions, Appeals, Grievances, and Problems Resolution*.

In most cases you may remain a member of the PhD program through the end of the current semester. However, your prior advisor is not obligated to pay you or provide office space after dismissal from his or her group. You must earn a minimum stipend of \$8000 per semester to be eligible for a tuition waiver. If you are dismissed prior to the end of the 7th week of the semester, you may be liable for the tuition for the semester. You may be dismissed at the end of the semester if you have not been invited to join another research group.

Change in Advisor for Reason Other than Inadequate Progress in Research

Since switching advisors will likely affect progress toward the degree and/or any financial support arranged by the previous advisor, you should only consider switching advisors in exceptional circumstances. However, the department recognizes that in rare circumstances, you may feel your interests could be better served by working with a different advisor. Requests to voluntarily switch advisors will be handled on a case-by-case basis. In such cases the department will make an effort to assist you, however, you bear the ultimate responsibility of finding a new advisor.

Procedure

- You should first discuss relevant issue(s) with their current advisor in an attempt to resolve any concerns or problems.
- If you feel the issues are insurmountable, you are encouraged to request the guidance of the Graduate Academic Affairs Committee or the Bioengineering Director of Graduate Studies.
- If you still wish to switch to a different advisor, you should speak with advisors whose research interests are in line with your own, who are willing to serve as your advisor, and who has funding to support the student.
- If you find another faculty member willing to serve as your advisor, you must submit a petition to the Graduate Academic Affairs Committee for approval to switch advisors. This petition must have the endorsement of the new advisor.
- If the Committee approves the switch, the Bioengineering Academic Program Administrator will process the paperwork required to switch advisor. In situation where the Committee does not approve the switch, the Committee will assist the you in resolving issues or, should issues be deemed unresolvable, reconsider the petition
- If you change advisors prior to achieving candidacy you, with their new advisor's approval, may petition the Graduate Academic Affairs Committee to request a short delay in the timeline for presenting your thesis proposal.

You may not initiate the process to change advisors more than twice nor have a total of more than three advisors, including your initial advisor, during their tenure as a student.

Approval of Candidacy

The attainment of candidacy marks the completion of all requirements for the degree other than those related to research leading to the writing, submission, and defense of the thesis.

You must submit a petition for approval of candidacy. Candidacy information may be found at <http://graduate.rice.edu>. The candidacy form can be found at <http://gpsdocs.rice.edu/forms/DoctoralCandidacyPetitionForm.pdf>. You are responsible for completing sections 1 & 3. Sections 2 & 4 will be completed by the Academic Program Administrator. Who will obtain all necessary signatures and submit the petition to Graduate and Postdoctoral Studies.

You may take the final oral examination in defense of your thesis only after the Dean of Graduate and Postdoctoral Studies approves your candidacy. Final approval of candidacy will come from the Associate Provost and is valid for four years.

Time Boundary

You must be approved for candidacy before the beginning of the ninth semester of enrollment at Rice (excluding summer semesters). You will not be allowed to enroll in a graduate program after your eighth semester unless you have been approved for candidacy.

Your individualized time boundaries are available in ESTHER. If you are approaching or who have passed your deadline for candidacy, and have not met all requirements for candidacy, you must submit an extension of candidacy request. Extensions are approved on a case-by-case basis by the Office of Graduate and Postdoctoral Studies.

If you have exceeded your time boundary for achieving candidacy without prior approval but are allowed to continue in the program, the Office of Graduate and Postdoctoral Studies will impose a \$125 reinstatement fee. Note: Since this fee is assessed by Graduate and Postdoctoral Studies, department is unable to negotiate a dismissal or reduction of this fee.

Oral Dissertation

After your candidacy has been approved, and upon completion of your research project, you must schedule, in coordination with your research advisor, a public oral examination of the defense of your thesis. Oral examination of the doctoral degree must be announced at least two weeks in advance. Oral examination announcements are to be submitted to the Office of Graduate and Postdoctoral Studies by entering the information into the online "Graduate Student's Thesis Defense Announcement Form." This form can be found at <http://events.rice.edu/rgs>. (Refer to the GPS website: <http://graduate.rice.edu/thesis/> for specific information regarding scheduling requirements.) Exceptions to this policy are granted only in very rare circumstances and must be approved by Graduate and Postdoctoral Studies.

You must conclude an original investigation that is formalized in an approved thesis. The completed thesis must be submitted in either final or draft form to the members of your thesis committee at least two weeks before the oral examination. A copy of the final draft or completed thesis must also be submitted to the department at least two weeks before the oral examination. This copy may be submitted electronically to ges2@rice.edu.

All oral thesis defenses must take place at the Rice University campus. You and all thesis committee members must be physically present. In exceptional cases, where all reasonable attempts to schedule a time when all committee members can be present, but a solution cannot be found, appeals to this requirement may be made. The appeal must be submitted by the student's advisor, to the Dean of Graduate and Postdoctoral Studies. Appeals should be submitted at least one month prior to the planned date of the thesis defense using the online form found at

<https://graduate.rice.edu/videoconference>. This form must be submitted and the decision rendered prior to the date of the thesis defense. If a student defends with a member not present without approval, the defense will be considered invalid.

In the course of the examination, the thesis committee members may recommend revisions or additions, which must be incorporated in the final thesis, which is then signed by all committee members.

You fail; the committee chair may schedule a second examination. If you fail a second time you will be dismissed from the university in accordance with university rules.

If you wish to have your degree conferred in the same semester in which you defend, you must comply with the deadlines for filing your application for degree conferral and thesis defense. These deadlines can be found at <http://registrar.rice.edu/calendars/>.

Time Boundary

You are required to complete your program, including thesis defense, within ten (10) years of initial enrollment in the degree program. The time boundaries include any period in which you are not enrolled or enrolled part time, for whatever reason. If you fail to meet this university time to degree deadline you may not be able to continue your degree program.

Acceptance of Thesis

You must submit your thesis no later than six months from the date of your examination, and successful passage of the oral examination in defense of your thesis to the Office of Graduate and Postdoctoral Studies. Your thesis must be submitted electronically. Refer to the graduate and Postdoctoral Studies website <http://graduate.rice.edu/thesis/> for specific instructions regarding how to submit the thesis. Final approval of the thesis is by the Associate Provost.

If the thesis is not ready for final signatures by the end of the six-month period, the “pass” may be revoked and an additional oral defense must be schedule. Extensions of this six-month period for completion without reexamination will be granted only in rare circumstances. Application for an extension without reexamination must be made by the candidate with the unanimous support of the thesis committee, endorsed by the school dean, and approved by the Office of Graduate and Postdoctoral Studies.

Graduation

Student degrees are conferred at the end of the semester in which you defend your thesis, including the end-of-summer degree conferral. IF you defend your thesis in the summer, by the deadline set by the Office of graduate and Postdoctoral Studies, you may have your degrees conferred in August. All degree candidates are required to apply for degree conferral with the Office of the Registrar during the semester in which you wish to graduate, prior the deadline set by the Office of the Registrar. . Student should refer to the Office of the Registrar at <http://registrar.rice.edu> for additional information regarding deadlines.

Commencement occurs only once per year. If you defended after the deadline for the commencement, you may participate in the next held commencement (e.g., if you defended in July, you may participate in commencement the next May.).

Suggested Time Line for PhD Students

Degree Progress	Yr. 1 Fall	Yr. 1 Spring	Yr. 2 Fall	Yr. 2 Spring	Yr. 3 Fall	Yr. 3 Spring	Yr. 4 Fall	Yr. 4 Spring	Yr. 5 Fall	Yr. 5 Spring
Rotations	█									
Advisor Selection	█									
Courses	█	█	█	█						
Attend Bioengineering Colloquia	█	█	█	█	█	█				
Teaching Assistant			█	█	█					
Present Annual Oral Presentation			█	█	█	█	█	█	█	█
Preparation of Research Proposal			█	█						
Choose Thesis Committee			█	█						
Defend Thesis Proposal			█	█						
Research		█	█	█	█	█	█	█	█	█
Achieve Candidacy						█				
Thesis Defense							█	█	█	█

Professional Master's Degree
Applied Bioengineering Track

The Master of Bioengineering Applied Bioengineering track is a non-thesis degree that provides you with greater depth in your bioengineering training to advance your career objectives.

The Applied Bioengineering track gives you the flexibility to craft your own curriculum depending on your interests and career goals. The Bioengineering Department offers graduate-level courses in the following:

- Biomaterials and Drug Delivery
- Biomedical Imaging and Diagnostics
- Computational and Theoretical Bioengineering
- Tissue Engineering and Biomechanics
- Systems and Synthetic Biology

Curriculum

Students in the MBE-AB program must complete thirty (30) credits including 18 bioengineering credits at the 500 level or above (BIOE 5XXX or BIOE 6XX). All courses must be taken for a standard letter grade with the exception of one-credit hour of BIOE 608/699 which is graded as satisfactory/unsatisfactory. MBE students may not take BIOE 500.

Classes in professional development, industry seminar series, quantitative analysis, and a general elective are also part of the curriculum.

Requirements

Requirements for the MBE Applied Bioengineering track include the successful completion of 30 credits at the graduate level as follows:

Credits	Courses
18	Bioengineering courses from approved list (Approved list for each semester will be provided to students prior to registration)
1.5	BIOE 627 Medical Technology Design Seminar 1
1.5	BIOE 628 – Medical Technology Design Seminar 2 or BIOE 633 – Life Science Entrepreneurship
3	BIOE 539 An alternative quantitative-based BIOE course, 400 level or above may be substituted with approval of the Director of Graduate Studies.
3	Elective – >500 level (may be non-BIOE, but must be relevant to Bioengineering degree)
3	Professional Development elective(s) – 500 level or above chosen from approved courses listed below (Must have a total of 3.0 credits.)

Approved Professional Development Electives

Course No.	Name	Credits
ENGI 510	Technical and Managerial Communications	3
ENGI 515	Leading Teams and Innovation	3
ENGI 529	Ethics and Engineering Leadership	3
ENGI 545/LEAD 545	Strategic Thinking	3
ENGI 610	Management for Science and Engineers	3
ENGI 615	Leadership Coaching for Engineers	3
MGMT 734	Technology Entrepreneurship	3

ENGI 542	Communication for Engineers	3
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Graduate Colloquia

The Graduate Colloquia (BIOE 698/699) is open to MBE Applied Bioengineering track students. You may count one (1) credit hour of BIOE 698 or 699 toward your degree. If you attend for credit (1 hr. elective), you must follow all policies of the course, including attending all seminars. The colloquia are open to the public; therefore, MBE you may attend without officially registering for BIOE 698/699. By not registering you may attend only those lectures of interest. If you are not registered you will not receive credit for the course.

BIOE 506 – Graduate Independent Study

You may take BIOE 506 (Graduate Independent Study) for a maximum of six credit hours to count towards your MBE degree. Students interested in BIOE 506 typically take 1-3 credit hours per semester. If you register for this class it is your responsibility to locate a faculty member willing to mentor you through this independent study course. The following apply:

- You must produce a final project in the form of a paper, design project, exam, or other project goals as defined by the instructor (mentor)
- BIOE 506 must be taken for a standard letter grade
- If you are participating in an internship to fulfill the requirements of BIOE 506, you must submit written proof of the internship offer, including the name and contact information of their supervisor, prior to the first day of the internship.
- You must submit “notification form” confirming you have an advisor willing to mentor you for this course prior to a special registration form (also required for this course) being submitted. Both forms should be submitted to the BIOE academic program administrator.

Transfer of Credits to Graduate Degree

A minimum of 24 of the 30 credits must be taken at Rice. You may transfer a maximum of six (6) credits from a different institution. The following applies:

- The course must be chosen from those that normally satisfy requirements for an advanced degree. No course can be used to satisfy both an undergraduate and graduate degree requirement.
- For specific instructions on how to transfer credits, refer to the “Transfer of Credit” portion in the “General Guidelines” section of this handbook.

If you completed your undergraduate degree at Rice within the last three years you may petition the Graduate Academic Affairs Committee (GAAC) to allow up to 21 credits of graduate level courses taken as an undergraduate, which were not used to satisfy undergraduate degree requirements, to count toward your graduate degree. The courses must be chosen from those that normally satisfy requirements for an advanced degree. No course can be used to satisfy both an undergraduate and a graduate degree requirement.

Time to Degree

You may enroll on a full-time or part-time basis. It is expected that you will complete your degree within two to four semesters.

You are required to complete the program within five years of initial enrollment. This time boundary includes any period in which you were is not enrolled or enrolled part-time for whatever reason.

Students who are required to take prerequisites will likely require more than two semesters to complete the program.

Satisfactory Progress

You must maintain a GPA of 3.0 or higher.

The Office of Graduate and Postdoctoral Studies requires that students be provided a written assessment of their academic progress at the end of each semester. Your transcript meets this requirement. Should you wish a more detailed assessment you are encouraged to speak to your course instructor or the Director of Graduate Studies.

If your grade point average falls below 3.0 you will be placed on probationary status. The department will notify you of this status after final semester grades are posted.

The period of probation extends to the end of the next semester in which you are enrolled. Once you are placed on probationary status, you have one semester to improve your grades. If the next semester again results in probationary status, (cumulative GPA of less than 3.0 or two consecutive semesters below 3.0) you may be dismissed from the program without further notice. Decisions regarding dismissal will be determined by the Director of Graduate Studies with the approval of the Chair of the Department.

If your GPA falls below 2.33 for two consecutive semesters (including the summer semester) you will be immediately dismissed without further warning in accordance with the policy of Graduate and Postdoctoral Studies guidelines for dismissal. Students will be notified of their status and/or dismissal once final grades have been received and posted to their records.

Academic Guidance

You may seek academic guidance from the Master's Committee or the Bioengineering Director of Graduate Studies.

Graduation

All degree candidates are required to apply for degree conferral with the office of the Registrar during the semester in which they wish to graduate.

Degree conferrals take place in May, August, and December.

Commencement is held only once per year at the end of the spring semester. If you complete your degree in the summer or fall, you may participate in the following commencement held in the spring.

Professional Master's Degree
Global Medical Innovation Track

As the medical technology industry becomes increasingly global with an emphasis on cost-effective health care solutions and clinical outcomes, Rice University seeks to prepare engineers for this new and changing environment.

The MBE Global Medical Technology track will prepare engineers for careers in medical technology through education in innovation, emerging-market design projects and internships.

The Rice MBE track in Global Medical Innovation specifically targets students who have an undergraduate degree in engineering (mechanical, electrical, chemical, or bioengineering/ medical) or a related field, and who are interested in pursuing a career in the private, public, or non-profit sectors of medical technology.

Upon completing the MBE degree Global Medical Innovation track requirements you will be able to:

1. Apply knowledge of bioengineering topics in at least one of the following areas: Biomaterials and Drug Delivery, Biomedical Imaging and Diagnostics, Computational and Theoretical Bioengineering, Tissue Engineering and Biomechanics, or Systems and Synthetic Biology.
2. Develop effective medical products, from concept to commercialization, within a team environment.
3. Comprehend and navigate the global medical technology industry by leveraging an internship experience.
4. Gain employment or advance professionally in a technical field related to bioengineering.
- 5.

All courses must be taken for a standard letter grade with the exception of one-credit hour of BIOE 608/699 which is graded as satisfactory/unsatisfactory. MBE students may not take BIOE 500.

Curriculum

The Global Medical Innovation track of the MBE program consists of:

Credits	Courses
3	BIOE 527 – Medical Technology Design 1
3	BIOE 529 – Medical Technology Design 2
3	BIOE 528 Medical Technology Implementation 1
3	BIOE 530 – Medical Technology Implementation 2
1.5	BIOE 627 Medical Technology Design Seminar 1
1.5	BIOE 628 – Medical Technology Design Seminar 2 or BIOE 633 – Life Science Entrepreneurship
6	Internship (BIOE 600) or Independent Study (BIOE 506). BIOE 600 may be completed during the summer. BIOE 506 may be completed during the fall and spring semesters. Each student will be considered on a case-by-case basis and the student is responsible for obtaining and selecting an internship that best aligns with their career goals.
3	BIOE 539 An alternative quantitative-based BIOE course, 400 level or above may be substituted with approval for the Director of Graduate Study
3	Graduate level (500 or above) BIOE elective Students will be provided a list of approved BIOE electives at the beginning of each semester
3	Professional Development elective – 500 level or above chosen from approved courses listed below (Must have a total of 3.0 credits).

Approved Professional Development Electives		
Course No.	Name	Credits
ENGI 510	Technical and Managerial Communications	3
ENGI 515	Leading Teams and Innovation	3
ENGI 529	Ethics and Engineering Leadership	3
ENGI 542	Communication for Engineers	3
ENGI 545/LEAD 545	Strategic Thinking	3

ENGI 610	Management for Science and Engineers	3
ENGI 615	Leadership Coaching for Engineers	3
MGMT 734	Technology Entrepreneurship	3

Transfer of Credits to Graduate Degree

A minimum of 24 of the 30 credits must be taken at Rice. You may transfer a maximum of six (6) credits from a different institution. The following applies:

- As a GMI track student, you may only transfer courses to meet the quantitative course requirement and/or the BIOE elective.
- Courses to be transferred must be chosen from those that normally satisfy requirements for an advanced degree. No course can be used to satisfy both an undergraduate and graduate degree requirement.
- You may not transfer course credits to substitute for BIOE 527, 528, 529, 530, 627, or 628.
- For specific instructions on how to transfer credits, refer to the “Transfer of Credit” portion in the “General Guidelines” section of this handbook.

Graduate Colloquia

The Graduate Colloquia (BIOE 698/699) is open to MBE Bioengineering track students. You may count up to 1 credit for BIOE 698/699 towards their degree. Students who attend for credit must follow all policies of the course, including attending all seminars. The colloquia are open to the public; therefore, you may attend without officially registering for BIOE 698/699. By not registering you may attend only those lectures of interest. If you are not officially registered you will not receive credit for the course.

BIOE 506 – Graduate Independent Study

As a MBE GI student, you may only take BIOE 506 in the following situations:

- To fulfill your internship requirement if you are unable to take BIOE 600. You should register for 6 credit hours. You must produce a final project in the form of a paper, design project, exam or other project goals as defined by the Director of the Global Medical Innovation program. It is your responsibility to discuss your academic plan for this class with the GMI director and your mentor to assure you clearly understand what will be expected of you.
- To fulfill requirements of the BIOE elective. You may take BIOE 506 for a maximum of three credit hours to count towards the BIOE elective. It is your responsibility to locate a faculty member willing to mentor you through this independent study course. You must produce a final project in the form of a paper, design project, exam, or other project goals as defined by the instructor. BIOE 506 is taken for a standard letter grade.
- Since only six credit hours of BIOE 506 may count toward your degree, you may not take this course to meet the requirement for both your mandatory internship and the BIOE elective.

Time to Degree

You are expected to enroll on a full-time basis and should complete your degree within 12 months (summer internship plus two semesters). Any deviation from this timetable must be approved by the Director of the MBE Global Medical Innovation track.

Satisfactory Progress

You must maintain a GPA of 3.2 or higher.

The Office of Graduate and Postdoctoral Studies requires that students be provide a written assessment of their academic progress at the end of each semester. In the case of MBE students your transcript meets this requirement. Should you wish a more detailed assessment you are encouraged to speak to your course instructor or the Director of the Global Medical Innovation program.

If your grade point average falls below 3.2 you will be placed on probationary status. The department will notify you of this status after final semester grades are posted

The period of probation extends to the end of the next semester in which you are enrolled. Once you are placed on probationary status, you have one semester to improve your grades. If the next semester again results in probationary status, (cumulative GPA of less than 3.2 or two consecutive semesters below 3.2) you may be dismissed from the program without further notice. Decisions regarding dismissal will be determined by the Director of the Global Medical Innovation program, with the approval the Chair of the Department.

If your GPA falls below 2.33 for two consecutive semesters (including the summer semester) you will be immediately dismissed without further warning in accordance with university policy. You will be notified of your status and/or dismissal by Graduate and Postdoctoral Studies once final grades have been received and posted to your record.

Academic Support

You may seek academic guidance from the Director of the Global Medical Innovation track or the Bioengineering Director of Graduate Studies.

Graduation

All degree candidates are required to apply for degree conferral with the office of the Registrar during the semester in which they wish to graduate.

Degree conferrals take place in May, August, and December.

Commencement is held only once per year at the end of the spring semester. If you complete your degree in the summer or fall, you may participate in the following commencement held in the spring.

MASTERS OF SCIENCE (Thesis Based)

Introduction

New students interested solely in the Master of Science (MS) degree are admitted only under special circumstances. MS students must satisfy the departmental and university course requirements, fulfill the teaching requirement, complete a research project, write a thesis and successfully defend their work a public oral examination.

Master of Science (MS) Curriculum

The MS curriculum consists of two components, foundation and advanced topic courses. Collectively these courses afford the student broad exposure to his or her chosen field of research interests.

You must

1. Complete a minimum of 30 semester hours of study (including thesis research hours).
2. Complete a minimum of 18 semester hours of graduate level foundation and advanced topic courses (graded using a standard letter grade scale). Courses used to meet this requirement must be at the 500 level or above. Courses grades as “pass/fail” or “satisfactory/unsatisfactory” cannot be used to meet this requirement.
3. A minimum of 24 of the 30 required credits must be taken at Rice.
4. All courses must be relevant to the field of Bioengineering.

Advanced Topic Courses: A large array of advanced specialty courses is available to BIOE graduate students. Each student should, in consultation with his or her advisor, select the courses most appropriate for his or her research. Advanced topic courses may be used to meet the 18 semester hours of graduate level courses (graded using a standard letter grade scale).

The university minimum for the master’s degree is 30 semester hours beyond the Bachelor’s degree. MS student must earn the additional credit hours they need for graduation by registering for the thesis research course (BIOE 500). You may register for between 1 and 12 credit hours per semester during the term they are engaged in research.

Department policy requires that full-time students be registered for at least 9 credit hours each semester. If hours are needed in addition to course work, the student should register for BIOE 500. You are expected to fulfill the research requirements as defined by their advisor to earn a grade of “satisfactory” in BIOE 500.

All course work must be completed by the deadline for candidacy. You should carefully consider their course choices to assure they meet the degree requirements for the MS program.

You’re the thesis advisor or thesis committee may require further course work if it is considered essential to the thesis research.

Transfer Credit

A minimum of 24 of the 30 required credit hours must be taken at Rice. You may transfer a maximum of six (6) credit hours from a different institution. If you have taken graduate level courses as an undergraduate you may petition the Graduate Academic Affairs Committee (GAAC) to receive credit for these courses. The following applies:

- No course can be used to satisfy both an undergraduate and graduate degree requirement.
- You must still take at least 24 semester hours of advanced courses at Rice.
- No more than six (6) semester hours may be transferred.
- The courses to be transferred must be chosen from those that normally satisfy requirements for an advanced degree.

- Each case must be individually approved by the Graduate Academic Affairs Committee (GAAC) based on the work done.
- If you have taken graduate level courses as an undergraduate you may petition the GAAC to receive credit for up to six (6) hours for the courses.
- A student may not count a course toward the MS requirements if the course is substantially the same as one already counted toward the MS degree requirements. The decision as to whether a course is “substantially the same” will be made by the Graduate Academic Affairs Committee.

In specific instances, the Graduate Academic Affairs Committee may waive a course. Waived courses will count toward the required 30 semester hours; however, such courses do not count toward the required 18 semester hours required. If a BIOE course is waived, another BIOE course must be taken to meet the 18 semester hour requirement. All waivers will be considered on a case-by-case basis.

Policies for Choosing Advisor

In exceptional cases where a MS student is admitted directly to the MS program, an advisor will be chosen prior to admission.

If you transferred from the PhD program to the MS program will remain with the same advisor as for their PhD studies.

In very rare circumstances where a student transferring from the PhD program to the MS program who do not wish to remain with the same advisor, the same rules that apply to PhD students who change advisors are followed.

Financial Support

You are governed by the same general financial support rules as the PhD program. The following stipulations apply to you:

- If you receive a stipend in support of your graduate work you are expected to devote full-time status to your studies and are not to be employed outside the department unless you receive explicit permission to do so from advisor.
- Support is dependent upon satisfactory performance, reasonable progress towards degree requirements, and the availability of funds.
- Student stipends are subject to all the usual federal taxes.

The normal limit of financial support for graduate you in the MS program is six semesters (excluding summers). If you anticipate taking longer than six semesters to complete you MS degree you must consult with your advisor. The advisor may require you to submit an additional progress report providing the following:

- summary of work to this point,
- specific information on research work remaining to be done, and
- Estimated time to completion.

The advisor, in consultation with the thesis committee, shall consider your progress, exceptional circumstances which justify continued funding, and the availability of funding when making a decision regarding whether you're funding should be continued for a specific period. Continued support shall be reevaluated annually or more often as appropriate.

If your funding has been terminated you may continue to register and work on research projects as long as you continue to make acceptable progress toward the degree requirements. If you fail to continue to make acceptable progress you are subject to dismissal from the program.

Teaching Requirement

If you receive departmental support during your MS studies you must fulfill the same teaching requirements as PhD students. If the student receives no departmental support (i.e. support from advisor only) the student is not required to fulfill a teaching requirement.

Opportunity to Present Research

There is no requirement for you to present their research; however, you are encouraged to discuss specific opportunities to do so with their advisor. The GSA sponsors a “Breakfast Club” which offers an opportunity for peer reviewed research presentations. The department will provide additional opportunities for poster sessions during the year.

Thesis Committee Members

The composition of the thesis committee must comply with University policy. Rules regarding the members of the thesis committee are governed by the *General Announcements* and will not be waived. The thesis committee must have a minimum of three members.

- Two (2) members must be members, including the committee chair, must be members of the Bioengineering faculty with their primary appointment in the Bioengineering Department, or who hold joint appointments with the Department of Bioengineering. (Adjunct faculty do not fulfill this requirement)
- One (1) member must be a faculty member whose primary appointment is in another department within the university. Faculty whose primary appointment is in another department within the university but who holds a joint appointment in the department of Bioengineering may NOT serve in the capacity of an outside member. However, such faculty may serve as additional members of the committee.
- You must choose a Thesis Director and Committee Chair. In most cases, the your advisor serves as both the Director and Chair. If your advisor does not hold a primary or joint appointment in the Department of Bioengineering, you must request a faculty member of the Department of Bioengineering to serve as the Committee Chair.
- Additional members of the committee, who may or may not meet the above criteria, may be selected with the approval of the department chair. These members are in addition to the three required members.

Progress Review and Evaluation

Advisor/Committee Meetings

You will meet with your advisor as deemed necessary. Once you pick the members of your thesis committee, the committee and advisor you should meet with your advisor on an annual basis or more often as deemed appropriate by your advisor or thesis committee.

Semi-Annual Progress Reviews

The purpose of the progress review is to ensure that you and your advisor are communicating regularly regarding your progress on thesis research and your overall development. You are required to submit semiannual progress reports during the entirety of your graduate career. Submission of progress reports is one criteria used to determine satisfactory performance.

Reports are on a calendar year basis and cover the time frames, January to June and July to December. You must submit progress reports using a three-part standardized review form. These forms should be submitted by January 31st (July through December) and July 31st (January through June). It is your responsibility to coordinate with your advisor to assure the progress report is submitted by the deadline.

If the advisor (or committee as appropriate) feels it necessary, a meeting will be arranged to further discuss your progress. Recommendations and a time line to meet recommended milestones should be included and documented in Section 3 of the progress review.

Satisfactory Performance

You are expected to make continuous and satisfactory progress towards fulfilling their degree requirements. Satisfactory progress is defined as and includes the following:

- You must have a least 12 semester hours of graduate degree courses, using a standard letter grade scale and excluding courses taken on a “pass/fail” or “satisfactory/unsatisfactory” by the end of the first semester in residence.
- After your first semester in residence, you must work on their thesis research on a full-time basis.
- You must maintain a grade point average (GPA) of 3.0 or better.

Probationary Status/Possible Dismissal Due to Academic Grades

1. If you're cumulative GPA falls below 3.0 are placed on probationary status. The period of probation extends to the end of the next semester in which you are enrolled. Satisfactory/Unsatisfactory grades cannot be used to end probationary status.
2. Once you are placed on probation you have one semester (excluding summer semester) to improve your grades. If your GPA remains below 3.0 for two consecutive semesters, the advisor has the prerogative to immediately dismiss you or your stipend may be suspended and you may become responsible for tuition costs until your cumulative GPA is once again at or above 3.0.

Decisions to reduce or terminate your stipend or dismiss you from the program will be made on a case-by-case basis. The Graduate Academic Affairs Committee, the thesis advisor, and the Director of Graduate Study will consider all the factors that may have affected your performance before reaching such a decision. The Department Chair will be advised of all potential action prior to final actions of the involved parties.

3. If your GPA falls below 2.33 for two consecutive semesters, you will be immediately dismissed without further warning in accordance with university Policy. (You will be notified of your status once final grades have been received and posted to your record.)

Inadequate Progress in Research

You will earn research hours by registering for BIOE 500. If you do not make adequate progress in research during a semester, you will receive a grade of “unsatisfactory” in BIOE 500 and placed on probation during the subsequent semester and subject to continuous evaluation. If you make a grade of “unsatisfactory” you will receive a written warning with notice of potential dismissal from the lab/graduate program. If you received a grade of “unsatisfactory” in BIOE 500 for two semesters and have not met the milestones in the prior written warning, you will be immediately dismissed from the graduate program.

Possible Dismissal Due to Inadequate Progress in Research

The dismissal process due to inadequate progress in research is the same as for PhD

Change in Advisor for Reason Other than Inadequate Progress in Research

Since switching advisors will likely affect progress toward the degree and/or any financial support arranged by the previous advisor, you should only consider switching advisors in exceptional circumstances. However, the department recognizes that in rare circumstances, a student may feel their interests could be better served by

working with a different advisor. Requests to voluntarily switch advisors will be handled on a case-by-case basis. In such cases the department will make an effort to assist you, however, you bear the ultimate responsibility of finding a new advisor.

MS You follows the same procedure for choosing a new advisor as PhD You.

Approval of Candidacy

The attainment of candidacy marks the completion of all requirements for the degree other than those related to research leading to the writing, submission, and defense of the thesis.

You must submit a petition for approval of candidacy. Candidacy information may be found at <http://graduate.rice.edu>. The candidacy form can be found at <http://gpsdocs.rice.edu/forms/DoctoralCandidacyPetitionForm.pdf>. You are responsible for completing sections 1 & 3. Sections 2 & 4 will be completed by the department. The Petition should be submitted to the BIOE Academic Program Administrator. Form will be submitted to Graduate and Postdoctoral Studies by the department.

You may take the final oral examination and defend your thesis only after the Dean of Graduate and Postdoctoral Studies approves your candidacy. Final approval of candidacy will come from the Associate Provost and is valid for four years.

Time Boundary

You must be approved for candidacy before the beginning of the fifth semester of enrollment at Rice (excluding summer semesters). You will not be allowed to enroll in a graduate program after their fourth semester unless they have been approved for candidacy.

A student's individualized time boundaries are available in ESTHER. If you are approaching or have passed your deadline for candidacy, and who have not met all requirements for candidacy, must submit an extension of candidacy request. Extensions are approved on a case-by-case basis by the Office of graduate and Postdoctoral Studies.

If you have exceeded your time boundary but are allowed to remain in the program, the Office of Graduate and Postdoctoral Studies will impose a \$125 reinstatement fee.

Oral Dissertation

After your candidacy has been approved and upon completion of your research project, you must schedule, in coordination with your research advisor, a public oral examination in the defense of your thesis. Oral examination of the master's degree must be announced at least one week in advance. Oral examination announcements are to be submitted to the Office of Graduate and Postdoctoral Studies by entering the information into the online "Graduate Student's Thesis Defense Announcement Form." This form can be found at <http://events.rice.edu/rgs>. (Refer to the GPS website: <http://graduate.rice.edu/thesis/> for specific information regarding scheduling requirements.) Exceptions to this policy are granted only in very rare circumstances and must be approved by GPS.

You must conclude an original investigation that is formalized in an approved thesis. The completed thesis must be submitted in either final or draft form to the members of the thesis committee at least one week before the oral examination. A copy of the final draft or completed thesis must also be submitted to the department at least one week before the oral examination. This copy may be submitted electronically to ges2@rice.edu.

All oral thesis defenses must take place at the Rice University campus. The candidate and all thesis committee members must be physically present. In exceptional cases, appeals to this requirement must be made by the student's advisor, to the Dean of Graduate and Postdoctoral Studies. Appeals should be submitted using the online form found at <https://graduate.rice.edu/videoconference>. This form must be submitted and the decision rendered prior to the date of the thesis defense.

In the course of the examination, the thesis committee members may recommend revisions or additions, which must be incorporated in the final thesis, which is then signed by all committee members.

Should you fail, the committee chair may schedule a second examination. If you a second time you will be dismissed from the university in accordance with university rules.

If you who wish to have your degree conferred in the same semester in which you defend, you must comply with the deadlines for filing their applications for degree conferral and thesis defense. These deadlines can be found at <http://registrar.rice.edu/calendars/>.

Time Boundary

You are expected to complete your degree in two to three years. You are required to defend your thesis before the end of the eighth semester of your enrollment (not counting summer semesters) and complete the program within five years of initial enrollment. If you do not meet these deadlines will be dismissed from Rice.

The time boundaries include any period in which you were not enrolled or enrolled part time, for whatever reason. If you fail to meet this university time to degree deadline you may not be able to continue your degree program.

Acceptance of Thesis

You must submit your completed thesis to the Office of Graduate and Postdoctoral Studies no later than six months from the date you successfully passed the oral examination in defense of your thesis. Your thesis must be submitted electronically. Refer to the graduate and Postdoctoral Studies website <http://graduate.rice.edu/thesis/> for specific instructions regarding how to submit the thesis. Final approval of the thesis is by the Associate Provost.

If the thesis is not ready for final signatures by the end of the six-month period, the “pass” may be revoked and an additional oral defense must be scheduled. Extensions of this six-month period for completion without reexamination will be granted only in rare circumstances. Application for an extension without reexamination must be made by the candidate with the unanimous support of the thesis committee, endorsed by the school dean, and approved by the Office of Graduate and Postdoctoral Studies.

Graduation

Degrees are conferred at the end of the semester in which you defend your thesis, including the end-of-summer degree conferral. If you defend your thesis in the summer by the deadline set by the Office of graduate and Postdoctoral Studies, you may have your degrees conferred in August. You are required to apply for degree conferral with the Office of the Registrar during the semester in which they wish to graduate, prior the deadline set by the registrar’s Office. Student should refer to the Office of the Registrar at <http://registrar.rice.edu> for additional information regarding deadlines.

Commencement occurs only once per year. If you submitted your final thesis after the deadline for commencement, you may participate in the following commencement.