



Information on the Committee on Examinations & Standing

The [Committee on Examinations and Standing](#) has as its charge:

- (a) To interpret and enforce the academic regulations of the university while approving exceptions to them as circumstances warrant.
- (b) To review periodically studies of these regulations with the purpose of improving them, simplifying them, and eliminating contradictions and inequities.
- (c) To review each student's record at the time of graduation and recommend to the faculty outstanding students to be granted degrees cum laude, magna cum laude, or summa cum laude.
- (d) At the end of the academic year, to prepare a written report on the Committee's activities during that year, and to submit copies of this report to the President and the University Counsel.

How to Write a Petition

A petition should be written as a letter. It should begin with your request, followed by reasons for making the request, a description of the extenuating circumstances, and documentation from physicians, instructors, or others that proves your description is true and that your request is feasible. For example, if you claim that illness prevented you from submitting your drop/add form on time, you should attach a physician's statement that you were in the hospital or under care at that time. If you claim that you should be permitted to add a course late and that the instructor has agreed to your adding the course, you should attach a memo from the instructor. An unsupported or undocumented request is not likely to be approved.

Where to Submit your Petition

Email your petition, including any necessary supporting letters to: EXS@rice.edu. You may deliver your petition to the Office of the Dean of Undergraduates in 101 Lovett Hall. You may call the Office of the Dean of Undergraduates (x4997 or x4996) to determine the day of the meeting. The committee normally meets the same day each week, but that day can change from one semester to the next.

Questions about your Petition

The following people are happy to answer your questions about EX&S petitions or whether a particular situation warrants an EX&S petition:

Wendi Schoffstall, Office of the Dean of Undergraduates	x4997	wendi@rice.edu
Elias Bongmba, Chair, EX&S	x2759	bongmba@rice.edu
Aliya Bhimani, Director of Academic Advising	x4060	aliyab@rice.edu

The [Dean of Undergraduates](#) web page has more information concerning the committee, including sample petitions for review.