**Academic Planning and Readmission Process**

**General Comments**

All students at Rice can benefit tremendously from contemplated academic planning, which reflects their personal and educational goals. Even with careful planning, students face challenges along the way. The Office of Academic Advising (OAA) is committed to helping students with planning and challenges. We recognize that readmitted students, regardless of their reason for departure, often face unique and even greater challenges. To aid in the transition back to Rice and to improve the holistic undergraduate experience, the OAA helps each student seeking readmission to develop an academic plan.

**Students Seeking Readmission from Academic Suspension and/or Medical Leave**

For students seeking readmission by the Dean of Undergraduates following academic suspension and/or medical leave, an academic plan must be completed and approved by the OAA in advance of the deadlines for submission of materials.

* The Dean of Undergraduates requests that a formal letter of petition, supporting letters, and an approved academic plan be received by June 1 for readmission in the fall semester and November 1 for readmission in the spring semester (See General Announcements for further details).
* The deadlines to submit an academic plan to the Office of Academic Advising are earlier than the readmission deadlines. You need to submit your academic plan to the Office of Academic Advising by **May 7 for fall readmission** or **October 7 for spring readmission**.
* Often times, the revision process takes several steps and iterations to arrive at an approved plan, so careful attention to detail and responsiveness during this period is critical to student success. For more details regarding the readmission process, please contact the Office of the Dean of Undergraduates (x4997).

**Students Who Have Been Readmitted**

When the Dean of Undergraduates readmits a student, the correspondence specifically directs or suggests that the student contact the OAA to create an academic plan (if an academic plan was not a prerequisite of readmission) or modify an existing academic plan. The OAA is copied on this correspondence and asked to follow up with the student to ensure that necessary steps have been taken. In such cases, it is suggested that the readmitted student is proactive and contacts the OAA as early as possible to allow time to develop and/or modify the academic plan. If a readmitted student does not comply with specific directives from the Dean of Undergraduates, the OAA will place an **advising hold** on the student’s ESTHER account which prevents registration. If communication with the OAA and careful academic planning are promptly conducted, the entire process can be quite efficient. However, consultation with major advisors is often necessary to create a detailed and cohesive academic plan, and this may take additional time.

**Contacting the Office of Academic Advising**

If a student is seeking readmission or has been readmitted and needs to complete an academic plan, they should contact the OAA by phone x4060 or by email at [aadv@rice.edu](aadv%40rice.edu). Students are welcome to make a preliminary appointment with the OAA before submitting an academic plan as well by calling and scheduling a telephone or in-person appointment with an advisor in order to review the process and address any questions.

**Academic Planning**

Academic planning should be individualized and reflect educational interests and goals. Both extra-curricular and co-curricular activities should be also considered as additional vehicles for accomplishing goals while at Rice, and students are encouraged to be mindful of these pursuits as they develop their plans. No one knows a student’s academic and personal profile as well as the student. It can be very helpful to converse with family, friends, and peers, but advanced planning at Rice requires communication and relationships with faculty advisors, professional staff, and trained peer advisors. While conversations are most effective and sometimes absolutely necessary, some planning and advising can be done via email correspondence. As such, the outline below is intended to provide guidance.

**Submission, Review, and Approval**

Any academic plan at Rice needs to address graduation requirements. These are separated into (1) general Graduation Requirements and (2) Major Requirements. Both are listed in the General Announcements (<http://ga.rice.edu>), which apply to each student based on the year in which they matriculated (or plan to graduate; but this is difficult to predict).

Graduation requirements from 2017-2018 are copied within this document. Please read and consider them carefully. For assistance interpreting the rules, students should contact the OAA.

Major requirements can be considerably more difficult to interpret, and of course, they vary widely among disciplines. For assistance, students should consult the major advisor from the respective department listed at <http://oaa.rice.edu>.

In your plan, be sure to include all courses from matriculation until your expected graduation date, including AP, IB, and transfer credit. Be sure to fill the plan out entirely and label all years and semesters (e.g. Fall 2018, etc.) Also, please include and label the general and major graduation requirements, which include Distribution I, II, and III courses and courses required for your major(s)/minor(s).

For future semesters, assume that the course schedule will be the same as the most recent spring or fall semester. We understand that some details will change with time, but students should be meticulous, as it will reduce the time and iterations necessary to complete the plan. Please send your academic plan (template below) electronically to aadv@rice.edu.

Please only submit the necessary sections of this document (questions and academic plan) to the OAA via email at [aadv@rice.edu](aadv%40rice.edu). The OAA will review each student’s academic plan as soon as possible and respond with questions, comments, and/or suggestions. It is likely that you will need to visit or correspond via telephone/email with your OAA advisor to allow a conversation about your academic plan. Once the plan is approved, the student will submit the plan to the Office of the Dean of Undergraduates ([ugdean@rice.edu](ugdean%40rice.edu)), and the OAA will confirm that the plan is approved in a separate email.

**Submitting an incomplete academic plan will significantly delay review and may result in missing the deadline for petitioning readmission.**

**Graduation Requirements (Per General Announcements)**

**Degree Requirements for All Bachelor’s Degrees**

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

To graduate from Rice University, all students must:

* Be registered at Rice full time for at least four full fall and/or spring semesters
* Complete the requirements of at least one major degree program
* Complete at least 120 semester credit hours (some degree programs require more than 120 credit hours)
* Complete at least 60 semester credit hours at Rice University
* Complete at least 48 credit hours of all *degree* work in upper-level courses (at the 300 level or higher)
* Complete more than half of the upper-level courses in *degree* work at Rice
* Complete more than half of the upper-level courses in their *major* work at Rice (certain departments may specify a higher proportion)
* Complete at least 60 credit hours outside of their major for Bachelor of Arts and Bachelor of Science degrees. Exceptions include:
○ Students pursuing the BA degree with a major in architecture must complete at least 45 credit hours outside the major.
○ Students pursuing a BS degree in engineering are not subject to this requirement.
* Complete all Rice courses satisfying *degree*requirements with a cumulative grade point average of at least 1.67 or higher
* Complete all Rice courses that satisfy *major and/or minor*requirements (as designated by the department) with a cumulative grade point average of at least 2.00 or higher
* Satisfy the Writing and Communication requirement (see below)
* Complete one Lifetime Physical Activity Program (LPAP) course for one credit. Students with disabilities may make special arrangements to satisfy this requirement
* Complete courses to satisfy the distribution requirements (see below)
* Otherwise be a student in good academic and disciplinary standing and not under investigation

No more than three hours of credit for student-taught College Courses (COLL) may be counted toward graduation.  This includes all courses COLL 100-199 as well as COLL 200 Teaching Practicum.

No more than four hours of credit for LPAP courses may be counted toward graduation.

In order to earn a second degree, students must fulfill the requirements outlined in the Dual-Degree Requirements section in the *General Announcements*.

**Writing and Communication Requirement**

All students must complete and pass a First-Year Writing-Intensive Seminar (FWIS). A FWIS is a content-based, 3-credit hour seminar open only to first-year students that can be taught in any department and focused on any topic, and in which writing and communication is the most significant portion of the course. To facilitate success in meeting this requirement, all students must take the English Composition Examination prior to matriculating. Students who do not pass the English Composition Exam must successfully complete the FWIS 100 *Fundamentals of Academic Writing and Communication* course during their first semester, prior to enrolling in the FWIS course used to meet the graduation requirement. FWIS 100 cannot be used to meet the FWIS graduation requirement. FWIS courses do NOT fulfill any distribution requirements; FWIS stands alone as its own required course.

All first-year students must enroll in and successfully complete an FWIS during their first year at Rice. Students who matriculate as freshmen may not substitute transfer credit for the FWIS. Transfer students who wish to satisfy the FWIS requirement with courses from another institution must apply for this credit before the end of their O-Week.

All FWIS courses have a FWIS prefix and cannot be taken Pass/Fail. Students are allowed to change FWIS sections during the first two weeks of classes each semester, but they cannot drop one FWIS section without simultaneously adding another. After week two, FWIS courses cannot be dropped.

See the Program in Writing and Communication’s web site at <http://pwc.rice.edu> for FWIS section descriptions and for more information on the required English Composition Exam.

**Distribution Requirements**

Each student is required to complete at least 3 courses of designated distribution courses of at least 3 credit hours each in each of Groups I, II, and III. The 3 courses in each group must include courses in at least two departments in that group. For the purpose of this rule, a course taken at another institution and transferred to Rice as an equivalent distribution course will be counted as one of these courses provided that the course earns at least 2.5 credit hours. Divisional or interdisciplinary designations, e.g., HUMA or NSCI, count as departments for this purpose. Interdivisional courses approved for distribution credit may count toward the 3 courses in any relevant group; however, students may not count any one such course toward the 3 courses in more than one group and may count no more than one such course toward the 3 courses in any one group.

Students must complete the distribution requirements in each group by taking courses that are designated as a distribution course at the time of course registration, as published in that semester’s course offerings. Courses taken outside of Rice and transferred in can be used to satisfy distribution requirements, assuming they are on the list of approved and designated distribution courses at the time they were taken. Completed courses taken prior to matriculation are subject to the list of designated distribution courses at the time of matriculation.

The distribution system ensures that Rice students receive a broad education alongside training in an academic specialty. This goal is achieved by courses that are broad-based, accessible to non-majors, and representative of the knowledge, intellectual skills, and habits of thought that are most characteristic of a discipline or of inquiry across disciplines.

**Group I**—These courses develop students’ critical and aesthetic understanding of texts and the arts, lead students to the analytical examination of ideas and values, introduce students to the variety of approaches and methods with which different disciplines approach intellectual problems, and engage students with works of culture that have intellectual importance by virtue of the ideas they express, their historical influence, their mode of expression, or their critical engagement with established cultural assumptions and traditions.

**Group II**—Three types of courses fulfill this requirement. The first are introductory courses that address the problems, methodologies, and substance of different disciplines in the social sciences. The second are departmental courses that draw on at least 2 or more disciplines in the social sciences or that cover topics of central importance to a social science discipline. The third are interdisciplinary courses team-taught by faculty from 2 or more disciplines.

**Group III**—These courses provide explicit exposure to the scientific method or to theorem development, develop analytical thinking skills and emphasize quantitative analysis, and expose students to subject matter in the various disciplines of science and engineering.

**Bachelor of Arts**

The specific requirements of individual majors leading to the Bachelor of Arts degree vary widely. In addition to meeting the degree requirements for all bachelor’s degrees, to qualify for the Bachelor of Arts, students in all fields except architecture must complete at least 60 hours in course work outside the major, and students in architecture must complete at least 45 hours in course work outside the major.

**Bachelor of Science in the School of Natural Sciences**

The Bachelor of Science degree is offered in a variety of natural science fields. The specific degree requirements vary from field to field and differ from those of the Bachelor of Arts in that there are greater technical requirements. No department may specify more than 80 semester hours (required courses, prerequisites, and related laboratories included) for the BS. To earn a BS degree in one of these fields, students must complete at least 60 hours in course work outside the major.

**Bachelor of Science Degrees in Engineering**

Engineering offers a Bachelor of Science in Chemical Engineering (BSChE), Civil Engineering (BSCE), Computer Science (BSCS), Electrical Engineering (BSEE), Materials Science (BSMS), Mechanical Engineering (BSME), and Bioengineering (BSB).

The Bachelor of Science degree in a given engineering field is distinct from the Bachelor of Arts degree in that it must meet greater technical requirements. In establishing a departmental major for the degree of Bachelor of Science in civil engineering, electrical engineering, materials science, and mechanical engineering, the department may specify no more than 92 semester hours (required courses, prerequisites, and related laboratories included). In establishing the departmental major for the BS in chemical engineering, the department may specify no more than 100 semester hours (required courses, prerequisites, and related laboratories included). The bioengineering department specifies 94 semester hours for the BS degree (required courses, prerequisites, and related laboratories included). To earn a BS degree, students must meet the following minimum semester hour requirements in course work:

* All majors except chemical engineering, mechanical engineering, and computer science: a total of at least 134 hours
* Chemical engineering majors: a total of at least 132 hours (depending on area, up to 137)
* Mechanical engineering: 132 hours total
* Computer science majors: a total of at least 128 hours

**Second 4-Year Bachelor’s Degree**

Currently enrolled undergraduates, Rice graduates with a bachelor’s degree, and graduates from other universities with a bachelor’s degree have the option of earning a second 4-year bachelor’s degree at Rice in a different discipline. Note that a dual degree is different from a double major. The second degree must be a different bachelor’s degree from the one already held; for example, the holder of a BA degree may pursue course work leading to a BS or BMus degree.

Students already enrolled at Rice may earn a second 4-year bachelor’s degree, also known as a dual degree, currently enrolled undergraduates who have not yet completed their first bachelor’s degree must:

* Be accepted for the second major by the major department
* Fulfill all requirements for the second degree
* Complete at least 30 additional semester hours at Rice beyond the hours required for their first degree (these hours are applied to the second degree)

Students seeking admission to this program should complete an application for a second degree with the Office of the Registrar. The application should include a written statement identifying both proposed majors and specifying an approved course program for each. It also should contain an outline from the chair or undergraduate advisor of each department involved, indicating that the proposed course program satisfies all major degree requirements.

**Academic Planning and Readmission**

The Office of Academic Advising may require approval by a major advisor in the review process of readmission plans. Content submitted for each petition for readmission is bound by the Honor Code.

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| **Student Name:**  | **Matriculation Term:**  |
| **Student ID Number:**  | **Last Semester You Were at Rice:**  |
| **Rice Email:**  | **Residential College:**  |
| **Cumulative GPA:**  | **Cell Phone:**  |
| **Type of Leave(s):** [ ]  Medical [ ]  Judicial [ ]  Academic Suspension [ ]  Leave of Absence |

After submitting your academic plan, an advisor from the OAA will contact you to begin the revision and review process. Please state whether you will be available for an in person appointment or whether circumstances would necessitate a phone call or email correspondence only and why (e.g. work, travel, job, etc.). ***Type your answer below:***

If readmitted, can you identify any potential hurdles that might impede your academic success at Rice? If faced with this challenge, how do you plan to react? ***Type your answer below:***

If readmitted to the University, how many hours do you expect to spend on non-classroom commitments? (Employment, travel, and extra-curricular activities): ***Type your answer below:***

Is there any additional personal information or extenuating circumstances that you would like to share with the Office of Academic Advising that should be considered in deliberations regarding your readmission? ***Type your answer below:***

In addition to the “Planning Your Remaining Time at Rice” document (below) which outlines your intended courses of study, please provide a description of your academic goals for your remaining time at Rice University. In your description, please provide any plans you might have for engagement in academic or co-curricular endeavors outside the classroom (ex. study abroad, research, fellowships, Leadership Rice, clubs, etc.) as well as any potential post graduate plans. ***Type your answer below:***

**Planning Your Time at Rice**

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| **Student Name:** | **Student ID Number:** |
| **Major(s):** | **Major Advisor(s):** |
| **Minor(s):** | **Minor Advisor(s):** |
| **Has your major(s) advisor(s) approved this academic plan?** [ ]  **Yes** [ ]  **No**  | **Date of Major Advisor Approval:** |
| **In the following plan, I have \_\_\_\_\_ hours of upper-level credit and \_\_\_\_\_ TOTAL hours** |

**Enrollment Rules**

* Permission from the Dean of Undergraduates (ugdean@rice.edu) is required to enroll in fewer than 12 hours in a fall or spring semester.
* The Office of Academic Advising provides information on registering for a course overload. See <http://oaa.rice.edu/> for details. First year students (except transfer students) may not petition for more than 18 credit hours for their first year of study at Rice.
* Students will not be permitted to register for the fall semester of junior year unless they have declared a major. Students should declare a major no later than their second semester sophomore year (see the Major Declaration Form in ESTHER).

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| **AP/IB/Transfer Credits Earned** |
| Course | D1/D2/D3 | Major | Minor | Hours  | Course | D1/D2/D3 | Major | Minor | Hours | Course | D1/D2/D3 | Major | Minor | Hours |
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| Total AP/IB/Transfer Hours |  |

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|  **YEAR 1** |
| **Fall \_\_\_\_\_** | **Spring \_\_\_\_\_** | **Summer \_\_\_\_\_** |
| Course | D1/D2/D3 | Major | Minor | Hours  | Course | D1/D2/D3 | Major | Minor | Hours | Course | D1/D2/D3 | Major | Minor | Hours |
| *Ex. ANTH 200* | *D2* | *x* |  | *3* |  |  |  |  |  |  |  |  |  |  |
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| Total Semester Hours |  | Total Semester Hours |  | Total Semester Hours |  |
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|  **YEAR 2** |
| **Fall \_\_\_\_\_** | **Spring \_\_\_\_\_** | **Summer \_\_\_\_\_** |
| Course | D1/D2/D3 | Major | Minor | Hours  | Course | D1/D2/D3 | Major | Minor | Hours | Course | D1/D2/D3 | Major | Minor | Hours |
| *Ex. ANTH 200* | *D2* | *x* |  | *3* |  |  |  |  |  |  |  |  |  |  |
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|  **YEAR 3** |
| **Fall \_\_\_\_\_** | **Spring \_\_\_\_\_** | **Summer \_\_\_\_\_** |
| Course | D1/D2/D3 | Major | Minor | Hours  | Course | D1/D2/D3 | Major | Minor | Hours | Course | D1/D2/D3 | Major | Minor | Hours |
| *Ex. ANTH 200* | *D2* | *x* |  | *3* |  |  |  |  |  |  |  |  |  |  |
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|  **YEAR 4** |
| **Fall \_\_\_\_\_** | **Spring \_\_\_\_\_** | **Summer \_\_\_\_\_** |
| Course | D1/D2/D3 | Major | Minor | Hours  | Course | D1/D2/D3 | Major | Minor | Hours | Course | D1/D2/D3 | Major | Minor | Hours |
| *Ex. ANTH 200* | *D2* | *x* |  | *3* |  |  |  |  |  |  |  |  |  |  |
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|  **YEAR 5** |
| **Fall \_\_\_\_\_** | **Spring \_\_\_\_\_** | **Summer \_\_\_\_\_** |
| Course | D1/D2/D3 | Major | Minor | Hours  | Course | D1/D2/D3 | Major | Minor | Hours | Course | D1/D2/D3 | Major | Minor | Hours |
| *Ex. ANTH 200* | *D2* | *x* |  | *3* |  |  |  |  |  |  |  |  |  |  |
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| Co-Curricular Pursuits: | Co-Curricular Pursuits: | Co-Curricular Pursuits: |

Graduation Requirements

(See relevant *General Announcements* for details.)

Mark an X if your plan accounts for the following requirements (if appropriate):

[ ] Be registered at Rice full time for at least four full fall and/or spring semesters

[ ] Complete the requirements of at least one major degree program

[ ] Complete at least 120 semester hours (some degrees programs require more)

[ ] Complete at least 60 semester hours at Rice

[ ] Complete at least 48 hours of 300+ level courses (there are also rules on the amount completed at Rice)

[ ] Complete more than half of the upper-level courses in degree work **at Rice**

[ ] Complete more than half of the upper-level courses in their major work **at Rice** (certain departments may specify a higher proportion

[ ] Complete all Rice courses satisfying degree requirements with a cumulative GPA of 1.67 or higher and cumulative GPA in major of 2.0 or higher

[ ] Take the English Composition Examination and satisfy the Writing Communication Requirement, First Year Writing Intensive Seminar (FWIS)

[ ] Satisfy the Lifetime Physical Activity Program (LPAP) requirement

[ ] Satisfy the Critical Thinking in Sexuality Requirement (Fall 2017 matriculants and beyond)

[ ] Complete courses to satisfy the distribution requirements

[ ] Dual **degree** (not double major) consideration: 30 hours beyond the first degree