

Procedures for Readmission Academic Planning

Overview

Students seeking readmission through the Office of the Dean of Undergraduates are directed to contact the Office of Academic Advising (OAA) for approval of an academic plan. The OAA plays an important role in helping students return to Rice after time away for any reason. Each student has unique circumstances, academic interests and plans, so each situation is handled individually.

Students Seeking Readmission from Academic Suspension, Withdrawal, and/or Medical Leave

For students seeking readmission by the Dean of Undergraduates following academic suspension, withdrawal, 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. Students must submit their 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 academic plan, so careful attention to detail and responsiveness during this period is critical to student success.

While students may use the documents on the OAA website and work with the OAA to create an academic plan for readmission, it is also highly recommended that students share their plan with a major advisor who can review it for major course accuracy and attainability. Furthermore, if students have been taking classes at another institution, they will need to consult the Office of the Registrar and the appropriate Transfer Credit Advisors to learn more about the transfer credit process.

Academic Plan Completion, Review, and Approval

Graduation Requirements

Any academic plan at Rice needs to address graduation requirements. These are separated into (1) general Degree 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.

1. Degree Requirements include overall credit hours, upper-level coursework, distribution requirements, and other specific university-required coursework. Please read the information listed in the General Announcements and consider it carefully. For assistance in interpreting policies, students may consult with an advisor in the OAA.

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

Previous Coursework

In your academic 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).

Future Coursework

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 in planning coursework, as it will reduce the time and iterations necessary to complete the plan.

Academic Plan Submission

Please submit your completed Academic Plan for Readmission- both the questions and the actual academic plan- to the OAA via email at aadv@rice.edu. Submitting an incomplete academic plan may significantly delay review and could result in missing the deadline for petitioning readmission.

An academic advisor will review the plan and communicate with you regarding any necessary revisions within 5 business days. You may need to schedule an appointment or correspond via telephone/email with your OAA advisor to discuss your academic plan, so please be responsive to communication from the OAA. Your OAA advisor may ask you to contact a major advisor for review as well.

Once a final academic plan is agreed upon by the academic advisor and the student, the advisor will submit the approved plan to the Dean's office via e-mail (ugdean@rice.edu). The student must also submit their formal petition letter for readmission and any additional supporting documentation to the Dean's office by the deadline (June 1 for Fall readmission, November 1 for Spring readmission).

Once the Committee on Examinations and Standing has made its decision regarding readmission to the university, the student will be notified accordingly.

Students Who Have Been Readmitted

If readmitted, the student should read carefully through their readmission letter for any required actions, and they should make an effort to follow through on next steps. For instance, students may be asked to schedule regular meetings with the Office of Academic Advising. If a readmitted student does not comply with specific instructions from the Dean of Undergraduates, the OAA will place an **advising hold** on the student's ESTHER account, which will prevent registration.