



Financial and Institutional Information for Students

Rice University is required by federal regulations to make available to both enrolled and prospective students a variety of information ranging from financial aid to crime statistics. This notice either provides you with the required information or explains how you may easily obtain the information from Rice sources. Upon request, Rice will provide a paper copy of any of the information described in this notice.

1. Financial Assistance

Information is available regarding all federal, state, local, private and institutional financial assistance programs available to students. This information includes procedures for applying for assistance, eligibility requirements, selection criteria, criteria for determining the amount of student awards, and entrance and exit counseling for borrowers. This information also describes students' rights and responsibilities under federal Title IV student aid programs. Undergraduates may obtain this and other information on financial assistance from the following resource:

Office of Financial Aid–MS 12
250 Allen Center
713-348-4958
713-348-2139 (fax)
Email: [fina@rice.edu](mailto: fina@rice.edu)
Website: <http://financialaid.rice.edu>

Graduate students may obtain information about departmental financial support received from fellowships, scholarships and assistantships through the chair of the academic departments. All other financial aid information may be obtained from the Office of Financial Aid at the location and telephone number listed above.

2. Institutional Information

(a) Undergraduate and graduate students may obtain from the Office of Financial Aid information on the costs of attending Rice, including information about tuition and fees charged to full-time and part-time students; estimates of costs for books and supplies; estimates of typical charges for room and board; estimates of transportation costs for students; and any additional costs for particular programs.

The contact information is:

Office of Financial Aid–MS 12
250 Allen Center
713-348-4958
713-348-2139 (fax)
Email: [fina@rice.edu](mailto: fina@rice.edu)
Website: <http://financialaid.rice.edu>

(b) Contact persons available to assist enrolled or prospective students in obtaining financial aid information and institutional information are as follows:

Director of Financial Aid
Rice University Office of Financial Aid–MS 12
P.O. Box 1892
Houston, TX 77251-1892
250 Allen Center
713-348-4958
713-348-2139 (fax)
Email: [fina@rice.edu](mailto: fina@rice.edu)
Website: <http://financialaid.rice.edu>

Vice President for Enrollment
Rice University Office of Enrollment–MS 7
P.O. Box 1892
Houston, TX 77251-1892
206 Lovett Hall (Door D)
713-348-6271
713-348-5646 (fax)
Website: www.futureowls.rice.edu

For graduate students:

Dean of Graduate and Postdoctoral Studies
Rice University Office of Graduate and
Postdoctoral Studies–MS 13
P. O. Box 1892
Houston, TX 77251-1892
323 Allen Center
713-348-4002
713-348-4806 (fax)
Email: [graduate@rice.edu](mailto: graduate@rice.edu)
Website: <http://graduate.rice.edu>

(c) Undergraduate students may obtain information about the requirements and procedures for officially withdrawing or transferring from Rice by contacting:

Office of the Dean of Undergraduates–MS 6
101 Lovett Hall (Door A)
713-348-4996
713-348-5322 (fax)
Email: [dean.hutchinson@rice.edu](mailto: dean.hutchinson@rice.edu)
Website: www.rice.edu/dean_of_undergraduates

Graduate students who wish to withdraw from Rice during the semester, for any reason, should notify the chair of their academic department and/or the Office of Graduate and Postdoctoral Studies at 713-348-4002. Further information is available at: ga.rice.edu/GR_withdrawals.

(d) Information regarding the university's refund policy and return of Title IV loans or grant funds may be obtained by contacting:

Office of Financial Aid—MS 12
250 Allen Center
713-348-4958
713-348-2139 (fax)
Email: [fina@rice.edu](mailto: fina@rice.edu)
Website: <http://financialaid.rice.edu>

(e) In addition to the numerous internal processes that Rice provides for resolving disputes, individuals also may pursue complaints against Rice through the Texas Higher Education Coordinating Board; information about these external processes is available in the General Announcements and online. You may also obtain information from:

The Texas Higher Education Coordinating Board
College Readiness and Success Division
P. O. Box 12788
Austin, TX 78711-2788 or
[StudentComplaints@theccb.state.tx.us](mailto: StudentComplaints@theccb.state.tx.us)

(f) Information about Rice's facilities, academic programs and faculty may be obtained from Rice's General Announcements at <http://ga.rice.edu>.

(g) Information about special facilities and services for students with disabilities may be obtained from:

Director of Disability Support Services
Disability Support Services—MS 802
111 Allen Center
713-348-5841
713-348-5888 (fax)
Email: [adarice@rice.edu](mailto: adarice@rice.edu)
Website: www.dss.rice.edu

(h) A student's enrollment in any affiliated study abroad program for which Rice grants academic credit is considered enrollment at Rice for purposes of applying for federal Title IV assistance. For more information on the study abroad program, contact:

Director of Study Abroad
Rice Study Abroad Office—MS 539
Suite 132, Ley Student Center
713-348-5836
713-348-2938 (fax)
Email: [abroad@rice.edu](mailto: abroad@rice.edu)
Website: <http://abroad.rice.edu>

3. Accreditation

Rice University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, and doctorate degrees.

Several of Rice University's academic programs are separately accredited by the following agencies: Texas Education Agency (TEA) (512-463-9734), Accreditation Board for Engineering and Technology,

Inc. (ABET) (410-347-7700), National Architectural Accrediting Board (NAAB) (202-783-2007), and Association to Advance Collegiate Schools of Business (AACSB) (813-769-6500). You may contact the individual agencies with questions or complaints concerning programmatic accreditations.

Inquiries about accreditation should be addressed to John M. Cornwell, Ph. D., Office of Institutional Effectiveness—MS 4, 514 Fondren Library, [cornwell@rice.edu](mailto: cornwell@rice.edu), 713-348-3227, or to the appropriate office at Rice University. Anyone with questions, complaints or allegations of significant non-compliance with a SACSCOC requirement or standard may also contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 (<http://www.sacscoc.org>) or call 404-679-4500.

4. Graduation Rates and Student Achievement

Information about completion or graduation rates may be obtained from:

Office of Institutional Research—MS 73
215 Allen Center
713-348-4293
713-348-6252 (fax)
Email: [instresr@rice.edu](mailto: instresr@rice.edu)
Website: <http://oir.rice.edu>

For athletics:

Associate Director of Academic Advising
for Athletics—MS 542
Tudor Field House
713-348-6096
713-348-6019 (fax)
Email: [jgris@rice.edu](mailto: jgris@rice.edu)

Information on student achievement can be found at <http://studentachievement.rice.edu>.

5. Transfer-Out Rates

Information about transfer-out rates, if applicable, may be obtained from:

Office of the Dean of Undergraduates—MS 6
101 Lovett Hall (Door A)
713-348-4996
713-348-5322 (fax)
Email: [dean.hutchinson@rice.edu](mailto: dean.hutchinson@rice.edu)
Website: www.rice.edu/dean_of_undergraduates

6. Annual Security and Fire Safety Reports

Rice's Annual Security Report and Fire Safety Report contain information about campus crime statistics; procedures for reporting crimes; a list of relevant contacts; information about self defense and crime prevention programs; information about illegal possession, use or sale of drugs or alcoholic beverages; a statement of policy regarding emergency response and evacuation procedures; a policy statement regarding notifications pertaining to missing students; and fire safety information and statistics. You may view the reports at <http://www.rice.edu/safety> or obtain copies from the Rice University Police Department.

7. Athletic Program Data

Rice compiles a report on athletic programs, including a list of varsity teams, participation rates, coaching staffs and financial data. This report may be obtained from the Senior Associate Athletic Director—MS 548, Tudor Fieldhouse, 713-348-5093, 713-348-6926 (fax) or [dover@rice.edu](mailto: dover@rice.edu).

8. Center for Career Development

Information regarding first destination data including types of employment obtained and graduate school selected by graduates of Rice University may be obtained from the Center for Career Development, MS-521, Huff House, 713-348-4055 (telephone); 713-348-5270 (fax); email: ccd@rice.edu; website: <http://ccd.rice.edu>.

9. Drug-Free University Policy

Federal regulations require that all students, faculty and staff be notified that the unlawful manufacture, possession, use or distribution of illegal drugs and alcohol on the property of Rice University, or as part of any university activity, is prohibited, except in the course of authorized teaching and research. Significant health risks are associated with the use of illegal drugs and the abuse of alcohol. Confidential counseling for students is available on campus. Referrals for off-campus counseling, treatment and rehabilitation programs are also available to Rice's faculty, staff and students. The unlawful manufacturing, possession, use or distribution of illegal drugs and alcohol may result in serious legal sanctions under local, state and federal laws. The university may also impose sanctions up to and including expulsion, termination of employment and/or referral for prosecution. Federal law requires that a person who is convicted in a state or federal court of violating a criminal drug statute in the workplace must inform his or her employer within five calendar days of the conviction. At Rice, the person who must be informed is the Vice Provost for Research. A student who receives a federal grant, such as the Pell Grant, must also report a drug conviction to the granting agency. Rice's federally-mandated Drug-Free University Policy (No. 323) is available at: www.rice.edu/drugfree. For information on drug, alcohol and health issues, you may contact:

Director of Student Health Services
Morton L. Rich Student Health Center—MS 760
713-348-4966
713-348-5427 (fax)
Email: hlsv@rice.edu
Website: <http://health.rice.edu>

Director of Rice Counseling Center
Barbara and David Gibbs Recreation and Wellness
Center, Administration Building—MS 19
713-348-3311 (24/7)
713-348-5953 (fax)
Email: rucc@rice.edu
Website: <http://rcc.rice.edu>

Director of Student Wellbeing Office
Barbara and David Gibbs Recreation and Wellness
Center, Administration Building—MS 704
713-348-3311 (24/7)
713-348-5111 (fax)
Email: wellbeing@rice.edu
Website: <http://wellbeing.rice.edu>

10. Voter Registration

Federal regulations require Rice University to provide a voter registration card to each enrolled student in years when there are elections for federal office or for the state's governor. Information on voter registration and an application is available at www.tax.co.harris.tx.us. Voter registration cards will also be made available at the Registrar's Office, Office of the Dean of Undergraduates, Office of Graduate and Postdoctoral Studies, Office of Financial Aid, University Cashier's Office and Rice University Police Department.

11. Meningococcal Meningitis Information

Visit <http://www.rice.edu/meningitis> for important information about Meningococcal Meningitis.

12. Hazing Prohibition

State law requires Rice to provide you with this notice. Texas criminal law prohibits hazing at private universities, including Rice. The Code of Student Conduct also prohibits any hazing or hazing-type activity. Under state law, hazing can also subject a person to criminal penalties. A person commits the criminal offense of hazing if he or she engages in intentional or reckless acts directed at a student that endangers the mental or physical health or safety of the student for purposes of initiation into, affiliation with, holding office or membership in an organization. Hazing activity can include a wide variety of physical brutality, other physical activities that subject the student to risk of harm, consumption of food or alcohol that subjects the student to risk of harm, intimidation, threats, or requiring the student to violate criminal law. A person also violates the law if the person engages in, solicits, encourages, directs, aids or attempts to aid another in hazing activity, if the person recklessly permits hazing to occur, or the person has firsthand knowledge of the planning of hazing or the past occurrence of a hazing incident and fails to report that knowledge in writing to an appropriate university official.

It is a Class B misdemeanor to (a) fail to make such a report or (b) to otherwise commit a hazing offense that causes minor bodily injury. A hazing offense causing serious bodily injury is elevated to a Class A misdemeanor. Any hazing violation that causes the death of another is elevated to a minimum of a state jail felony. Organizations and individuals may be punished under both the anti-hazing law and Rice rules. It is not a defense to criminal prosecution that the person against whom the hazing was directed actually consented or acquiesced in the activity.

13. Information on Copyright Infringement

As required by federal law, the university hereby notifies students that copyright infringement or unauthorized distribution of copyright material — including copying or downloading materials without authorization of copyright owners and unauthorized peer-to-peer file sharing — may violate civil and criminal laws, subjecting violators to civil and criminal penalties, and may also subject violators to university disciplinary sanctions under the Code of Student Conduct and Rice's policy on the appropriate use of computer resources (Policy No. 832). Refer to <http://rice.edu/AppropriateComputerUsePolicy>, http://rice.edu/digital_copyright and <http://sjp.rice.edu>. To report violations of computer use or copyright policies, you may email violation@rice.edu.

14. Miscellaneous

Undergraduate and graduate students may view the General Announcements online at <http://ga.rice.edu>, and the Student Handbook at www.rice.edu/handbook.

NOTE: This notice represents the most accurate information available at the time of printing. The university reserves the right to correct or otherwise change any such information without notice as it deems necessary. The information contained in this notice is not intended to, and does not, confer any contractual rights on any individual. For information about this notice, please contact the Office of the General Counsel—MS 94, 713-348-5237 or email: legal@rice.edu.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of, and limit access to, student education records. The law affords students the following rights with respect to their education records:

1. the right to inspect and review the student's education records within 45 days after the date Rice University ("Rice") receives a request for access;
2. the right to seek amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA;
3. the right to provide written consent to disclosures of personally identifiable information ("PII", as defined by law) contained in the student's education records, except to the extent FERPA authorizes disclosure without consent;
4. the right to file a complaint with the U.S. Department of Education concerning alleged failures by Rice to comply with the requirements of FERPA. The name and address of the federal office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. S.W., Washington, DC 20202.

Inspect and review records: A student should make written request to any offices that maintain student education records, identifying the record(s) the student wishes to inspect. Though not exhaustive, as a guide for students, this is a list of the primary offices that maintain student education records: Office of the Registrar, Office of the Dean of Undergraduates, Office of Graduate and Postdoctoral Studies, Office of Student Judicial Programs, Office of Admission, Office of Financial Aid, Center for Career Development, Office of Student Activities, Office of Academic Advising, Office of International Students and Scholars, Cashier's Office, and departmental offices. The appropriate Rice official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Rice official to whom the request is submitted, that Rice official will advise the student of the correct official to whom the request should be addressed.

Amendment of records: Any questions, problems, or written requests for amendment of records should be submitted to the Office of the Registrar. A student requesting to amend a record should clearly identify the part of the record the student wants changed and specify why it should be changed. If Rice decides not to amend the record as requested, Rice will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing.

Disclosure of information: As permitted by FERPA, Rice reserves the right to publish or release the following directory information without prior consent:

1. Name; permanent, local, mailing, and campus address; telephone and mobile number(s); campus email address(es); and instant messenger address(es)
2. Date and place of birth
3. Classification and major and minor fields of study
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Dates of attendance, degrees and awards received
7. The most recent previous educational agency or institution attended by the student
8. Photographic image

Students who would like Rice to withhold this directory information may do so by logging in to ESTHER, clicking Personal Information, clicking Release or Withhold Directory Information, and indicating that the information should be withheld. Thereafter, Rice will withhold access to, or release of, the student's directory information until further written instruction is received. For more information regarding FERPA, please visit the U.S. Department of Education's website at www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in 34 C.F.R. §99.31 of the FERPA regulations. Except for disclosures to school

officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, Section 99.32 of the FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, within Rice whom Rice has determined have legitimate educational interests and require this information in order to perform instructional, supervisory, advisory, administrative, or other duties for Rice. These school officials include faculty, research personnel, staff (including law enforcement unit personnel and health staff), trustees, or students serving on official committees (such as disciplinary or grievance committees) or assisting another school official. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility to Rice. This includes contractors, consultants, auditors, attorneys, collection agents, volunteers, or other parties to whom Rice has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. Disclosures may be made and information forwarded by Rice without prior notification to the student. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of, or compliance with, Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes, though Rice limits such information to financial details of the student’s enrollment. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” above and pursuant to §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

For further information regarding Rice’s policy on student education records, please contact the Office of the Registrar.

Rice University
Office of the Registrar–MS 57
6100 Main Street
Houston, TX 77005-1892
Email: registrar@rice.edu