Rice Engineering and Computing

Department of Bioengineering

Graduate Student Handbook

Academic Year: 2025-2026

Contents

Purpose of this Handbook

This handbook explains the policies and procedures for the graduate students in the Department of Bioengineering.

The Department of Bioengineering offers three graduate degrees: PhD in Bioengineering, Master of Science in Bioengineering, and a Professional Masters in Bioengineering (MBE). This handbook explains the policies and procedures for these programs. Topics cover graduate student requirements and policies for each program.

Beyond this handbook, students should review the academic policies found in the Rice *General Announcements*. They should also be aware of the following university policies.

- Policy 324-00 Research Misconduct
- Policy 325-98 – Human Health and Safety in the Performance of Research
- Policy 333 – Software Policies
- Policy 334 – Copyright Policy

The General Announcements is the official Rice curriculum. If there is a discrepancy between the GA and any other websites or publications, the GA shall prevail as the authoritative source.

This handbook is based on the most current information available at the time of publication. It does not constitute a contract, nor does it guarantee specific rights or outcomes. Policy and procedural changes that do not materially affect a student's progress toward their degree may be implemented immediately when deemed in the best interest of the students, the program, or as required by law.

If degree requirements change during a student's enrollment, the student may choose to follow either the requirements in effect at the time of their initial enrollment or those in place at the time of graduation. Regardless of the option selected, the student must adhere to the chosen set of requirements in its entirety.

Department Contact Information

Students should consider the academic support staff to be their first point of contact for questions or concerns about graduate matters. The primary support staff are:

Academic Program Administrator
Gayle Schroeder
ges2@rice.edu |713-348-5063

Academic Coordinator for MBE-Applied Bioengineering and PhD Programs
Juan Villarreal
jv76@rice.edu |713-348-3648 | BRC 1030

Academic Coordinator for MBE-Global Medical Innovation Program
Lorena Moguel
Clr9Wrice.edu | 713-348-3253 | BRC 174C

General Guidelines

The general policies discussed in this section apply to all Bioengineering graduate students.

Honor Code and Student Responsibilities

As members of the Rice University community, graduate students are expected to act with responsibility and integrity and uphold the standards set by the Rice University Honor Code. More information about the Graduate Honor Council and the Graduate Honor Code can be found at https://gradhonor.rice.edu, and the Code of student conduct is available at https://sjp.rice.edu.

Graduate students must adhere to all academic regulations established by the university. It is their responsibility to ensure they meet all department and university requirements, including adherence to academic deadlines. For detailed guidance on graduate programs and requirements, students should refer to the Graduate Academic policies and Procedures section of the *General Announcements.*

Student can find information on student rights and responsibilities, including the petition and appeal process in the *General Announcements*, https://ga.rice.edu/graduate-studnets/rights-responsibilities. This section covers.

- Code of Conduct
- Dispute Resolution (including Petitions and Appeals)
- Honor System
- Student Responsibilities

New Student Resources and Orientation

The *Overview & New Student Checklist* published by the Office of Graduate and Postdoctoral Studies offers key resources to help students prepare for the academic year and support their transition into graduate school. The student is responsible for reviewing and completing all tasks listed on the checklists found at:

- graduate.rice.edu/admissions/after-admission
- graduate.rice.edu/admissions/after-admission/after-you-arrive.

Graduate Program Orientation

Students must attend the Bioengineering Graduate Student Orientation for their specific program. This orientation provides essential information about program expectations, resources, and support services.

Orientation Dates:

August 18-19, 2025,	International Student Orientation oiss.rice.edu/orientation oiss.rice.edu/gio More information can be found here.
August 20, 2025,	Online General Graduate Student Orientation gradaute.rice.edu/admissions/after-admisson/gradaute-student-orientation

August21, 2025	MBE Orientation, MBE-AB, and MBE-GMI. (Details will be provided to students prior to arrival
August 21-22, 2025,	PhD Orientation. Details will be provided for students prior to arrival.
August 21 – 22, 2025	MBE-GMI Orientation. Details will be provided for students prior to arrival.
September 30, 2025,	Submit final undergraduate transcript to the academic coordinator of your program.
October 15, 2025	Complete all online trainings found at https://gradaute.rice.edu/admissions/after-admission/training

Residency & Enrollment

Non-thesis Professional Masters (MBE) Program:

- Complete at least one fall or spring semester of full-time or part-time enrollment. Full -time enrollment is defined as nine (9) or more credit hours in a semester.
- To maintain an active student status, a student must be enrolled and involved in their academic program during the fall and spring semesters unless an official leave of absence has been granted.

PhD Program:

- Complete a minimum of four fall and/or spring semesters in full-time study at Rice University. Full-time enrolment is defined as nine (9) or more credit hours in a semester.
- To maintain an active student status, a student must be continuously enrolled and involved in their academic program during the fall, spring, and summer semesters unless an official leave of absence has been granted.

International Students: should consult with the Office of International Students and Scholars (OISS) regarding how enrolling below full-time status may affect their visa status.

Course Registration

All students are responsible for registering for courses and ensuring that their courses selections are accurate and complete. Course registration is completed through ESTHER. Instructions can be found at https://registrar.rice.edu/stduents/reg/instructions.

Students who do not register by the published deadlines listed in the Academic Calendar will be subject to late registration fees.

Additional information on registration – including registration restriction overrides (special registration), inter-institutional courses, dropping or adding courses, etc., including all applicable forms can be found on the Office of the Registrar's Registration Page: https://registrar.rice.edu/students/registration.

Credit Hours Limits

Graduate students must receive written permission from the Dean of Graduate and Postdoctoral Studies (or a designee) to register for more than 18 credit hours in a semester, including courses taken at other institutions.

Students may not double-book or enroll in overlapping courses.

Adding and Dropping Courses

Graduate students are permitted to make schedule adjustments within established timeframes. After the initial add/drop period, changes to course registration are subject to specific conditions and require appropriate approvals.

Adding Courses

- **Weeks 1–2:**
  Students may add courses without restriction or penalty.

- **After Week 2:**
  Adding a course after the second week of the semester is permitted only under extenuating circumstances. Such requests must be supported by:

  - The student's academic advisor,
  - The course instructor, and
  - The Office of Graduate and Postdoctoral Studies (OGPS)

  Final approval is granted at the discretion of the Office of Graduate and Postdoctoral Studies.

Dropping Courses

- **Weeks 1–7:**
  Students may drop courses without penalty during the first seven weeks of the semester.

- **After Week 7:**
  Dropping a course after the seventh week is only permitted under extenuating circumstances. The request must include:

  - Written support from the student's academic advisor and course instructor,
  - Endorsement from the Director of Graduate Studies (for PhD students) or the Program Director (for MBE students), and
  - Final approval from the Office of Graduate and Postdoctoral Studies.

Additional Provisions for Dropping Courses After Week 7

- Students must submit a Special Registration Form along with a written statement detailing the rationale for the request and explaining the extenuating circumstances.
- Requests based solely on anticipated poor academic performance will not be approved.
- Requests submitted after the deadline are considered exceptions and are rarely granted.
- Students are expected to continue participating in the course until a final decision is communicated.
- If the request is approved, a grade of "W" (Withdrawal) will be recorded on the student's transcript.
- The student will be responsible for payment of a drop fee, as determined by university policy.

PhD Graduate Program

Degree Requirements: Fulfill the 90 graduate credit hour requirements, students must complete coursework, research, and other program requirements and milestones as follows:

Coursework Requirements:

1. **Core and Elective Coursework (Minimum of 24 credit hours) includes**:
    - **BIOE 690 – Professional Development for Bioengineering (3 credit hours)**
        - Should be taken in the third semester.
        - First-year students may enroll only with instructor approval.
    - **Core Courses (9 Credit Hours)**
        - One 3-credit course from each of the three designated core focus areas.
        - Courses must be selected from the approved list (See Summary of PhD Degree Requirements below for list of approved courses)
        - Substitutions are not allowed except in extenuating circumstances and only with prior approval.
2. **Elective Courses (12 Credit Hours)**

    Chosen to support the student's research and build broad competence in bioengineering. Elective courses may be classified as Bioengineering or courses from other departments related to bioengineering and may include, Biomedical imaging Instrumentation, Mechanobiology & Biophysics, Microfluidics & Design, Optics & Diagnostics, Quantitative, Computational, & Theoretical Bioengineering, Synthetic Biology, Tissue Engineering

3. **Additional Required Courses**
    - **BIOE 504 – Graduate Lab Rotations**
        - Required in the first fall semester.
        - Students must complete all assigned documentation by published deadlines.
    - **BIOE 698/699 Bioengineering Colloquia (6 Credit Hours Total)**
        - One credit hour per semester (BIOE 698 in fall, BIOE 699 in Spring
        - It should be completed within the first six semesters.
        - Delays may be permitted if justified by course or teaching assistant conflicts.
    - **BIOE 500 – Graduate Research**
        - Registration required for each semester in which the student is engaged in research.
        - Register for 1 – 12 credit hours per semester, including summers, based on research workload.
        - Typically, one credit hour is equivalent to three hours of research activity per week.
        - Workload and registration should be planned with the advisor.

Summary of PhD Degree Course Requirements

Course No.	Title	Credit Hours (Per Course)	Total Credit Required
BIOE 690	Professional Development for Bioengineers	3	3
Focus Areas			
Focus Area 1	**Focus Area 1: Molecular, Cellular, Tissue and Biomaterials Engineering** BIOE 505 MACROMOLECULAR ASSEMBLIES BIOE 508 SYNTHETIC BIOLOGY BIOE 516 MECHANICS/TRANSPORT/SIGNALING BIOE 519 BIOMATERIALS SYNTHESIS BIOE 535 CELL-BASED THERAPEUTICS BIOE 537 GENETIC AND EPIGENETIC CONTROL BIOE 543 DNA BIOTECHNOLOGY BIOE 580 PROTEIN ENGINEERING BIOE 522 GENE THERAPY BIOE 524 EXTRACELLULAR MATRIX BIOE 533 FUND. OF SYSTEMS PHYSIOLOGY BIOE 536 IMMUNOENGINEERING BIOE 620 TISSUE ENGINEERING	3	3
Focus Area 2	**Focus Area 2: Instrumentation, Molecular Analysis and Experimental Techniques** BIOE 509 POINT-OF-CARE DIAGNOSTICS BIOE 512 BIOPHOTONICS INSTRUMENTATION BIOE 517 INSTRUMENT/MOLECULAR ANALYSIS BIOE 555 PROTOTYPING & FABRICATION BIOE 587 OPTIC IMAGING/NANOBIOPHOTONICSS BIOE 591 FUND MEDICAL IMAGING I	3	3
Focus Area 3	Focus Area 3: Modeling, Data analysis and Theoretical Approaches BIOE 514 INTRODUCTION TO BIOSTATISTICS BIOE 518 INTRO TO COMPUTATION BIOLOGY BIOE 523 BIOENG SYSTEMS & CONTROLS BIOE 539 APPLIED STAT FOR BIOE BIOTECH BIOE 552 INTRO SYSTEMS BIOLOGY MODELING BIOE 564 BIOINFORMATICS: NETWORKS BIOE 548 NEURAL SIGNAL PROCESSING	3	3
		Total	12
Elective Courses			
Varies	It is recommended the majority of the remaining 12 credit hours be BIOE designated courses, however, courses from other disciplines may be considered if they are relevant to the student's research. Electives may include courses in focus areas not. taken to meet core (foundational) course requirements.)	3	12
		Total Core, Foundational, and Elective Courses	24
Additional Course Requirements			
BIOE 504	Graduate Lab Rotation	3	3
UNIV 594	Training in Responsible Conduct of Research	1	1
BIOE 698 and BIOE 699	Bioengineering Colloquia (Six semesters)	1	6
BIOE 500	Graduate Research (1-12 credits per semester)		56+

Additional Program Requirements

- Serve as a teaching assistant for up to two undergraduate or graduate courses.
- Submit and successfully defend a thesis proposal by the deadline.
- Submit a written thesis demonstrating original research in a specialized area of bioengineering.
- Maintain a minimum cumulative GPA of 3.2 throughout the program.

Petitions for Exception to Degree Requirements

Under limited and specific circumstances, students may request an exception to established academic policies or degree requirements. Exceptions are approved only under exceptional circumstances and are not considered standard practice. Such requests must be submitted through a formal petition process. Each petition is evaluated on a case-by-case basis. Instructions for submitting a petition are outlined in Attachment 1.

Transfer Credit, Course Waivers, and Substitutions

Under specific circumstances, students may be eligible to receive transfer credit, course waivers, or course substitutions. Petitions for these adjustments can be submitted at any point before applying for candidacy. However, students are strongly encouraged to submit petitions early in their graduate program to support effective academic planning and course scheduling.

PhD students may transfer or waive up to a maximum of twelve (12) credit hours. Transfer credits may be applied toward elective requirements only and cannot be used to fulfill core course requirements.

For instructions on how to complete a petition for transfer credits, waivers, or substitutions, refer to Attachment 2.

Transfer of External Credit

PhD students may request to transfer graduate-level coursework completed at a prior institution, provided the courses:

- were not applied toward any other degree (undergraduate or graduate), and
- have a comparable equivalent at Rice University.

Transferred courses must not significantly overlap in content with any course taken for credit at Rice. Approved transfer credits may be applied toward elective requirements but do not fulfill core course requirements.

Course Waivers

A course waiver allows a student who came into the PhD program with a master or other post-baccalaureate to be exempted from a required course based on prior academic work that demonstrates equivalent or higher-level competency.

- Waived courses must not be essentially the same as a course taken for credit at Rice.
- Approved waivers do not count toward the total credit hour requirement for the degree. Students must still meet the minimum credit hour requirement as outlined in the degree program.
- Graduate Research (BIOE 500) may be used to fulfill credit hour requirements in place of waived courses.

Course Substitutions

Students are expected to adhere to the degree requirements of their graduate program, including selecting courses from the approved lists within designated Focus Areas. Under extraordinary circumstances, a course substitution permits a student to fulfill a specific program requirement with an alternate course that aligns more closely with their academic background or goals.

A student may request to substitute a course within the required foundation requirements. Substitution requests should typically involve BIOE (Bioengineering) courses. In exceptional cases, a non-BIOE course may be considered if it demonstrates clear relevance and academic equivalence to the required curriculum, better supports the student's research area, and determined to be in the student's best academic interest.

All substitution requests are subject to review and approval by the graduate program committee or the Director of Graduate Studies.

Procedure for Requesting a Course Substitution

1. Identify the Rice University course proposed as a substitute for the required course.
2. Complete the Bioengineering Graduate Student Petition Form. Include a justification for your request. Include relevant background information and a clear rationale for why the substitution should be granted.
3. Submit your request to the academic coordinator for your program.

Failure to provide complete documentation will result in delays in processing

Criteria for substitutions:

- The substitute course must be graduate-level bioengineering course or a course in a closely related discipline.
- Must be judged as being in the student's academic or research best interest (e.g., more relevant to the thesis topic)

Transfer, Waiver, and Substitution Decisions

Requests for transfer credit, course waivers, or course substitutions are evaluated on a case-by-case basis. Students should not assume that approval will be granted based on prior decisions made for other individuals. Detailed policies and procedures for requesting transfer credit, waivers, or substitutions are outlined in Attachment 2

Major Milestones

To continue making acceptable progress and remain in good standing, students in the Bioengineering PhD program must meet certain milestones. These include,

- Complete advisor rotations and confirm a thesis advisor by November 30th of first semester.
- Complete all coursework within the first three semesters of study.
- From thesis committee by end of third semester in residence.
- Submit a written thesis proposal by end of August in the fifth semester.

- Defend an oral thesis proposal within four weeks of submission of written proposal.
- Apply for candidacy by the beginning of the ninth semester in residence.
- Defend a thesis before the end of the sixteenth semester in residence.
    - Bioengineering students normally complete all degree requirements and defend their thesis by the end of their tenth semester.
    - Students who take longer than this should prepare a written plan, including tasks to be completed and expected completion date and discuss this plan with their advisor.

Refer to Attachment 3 for a suggested timeline for completion of the PhD program.

Specialization Track

Specialization tracks allow the student to focus on a specific area of interest. Students may elect a specialization track during their graduate studies. To fulfill the requirements of a track, students must take three or more supporting courses in their area of interest. Students should consult with their advisor regarding appropriate courses to support their chosen track. Students can choose from four major tracks.

- Biomaterials, Biofabrication, and Mechanobiology
- Biomedical Imaging and Instrumentation
- Cellular, Molecular and Genome Engineering and Synthetic Biology
- Computational and Theoretical Bioengineering and Biophysics

Specialization tracks are agreed upon by the student and the advisor. Specialization tracks are not documented on the student's transcript.

Internship Opportunities

PhD students are encouraged to participate in optional three to six-month internship experiences. An internship proves an opportunity to gain real-world experience, increase professional networks, learn new techniques and tolls to apply to their research, or gain substantial teaching experience.

Students may choose to intern in industry, clinical labs, national government labs, international labs, or teaching institutions.

Internships are managed through collaborative interaction between the student, the advisor, the host, and the bioengineering program. It may not always be possible for a student to participate in an internship due to a range of factors such as timing of their research trajectory, research funding issues, external fellowship constraints, etc. If a student is interested in an internship but it cannot be arranged for any reason, the student should reflect upon what they hope to gain through an internship and discuss their goals with their advisor. If the student's goal is networking, learning new techniques, etc., the advisor may be able to arrange other opportunities for such activities, such as research collaboration or involvement in the most relevant professional society.

Financial Implications: Students typically do not receive a stipend during their internship period. To ensure accurate payroll adjustments, students must notify the academic program administrator at least four weeks before the internship begins. This notification should include the start and end dates of the internship. Failure to provide timely notice may result in a stipend overpayment, which the student will be responsible for repaying.

Lab Rotations & Choosing an Advisor

One of the most important matters for a graduate student is the choice of faculty advisor. This choice can have a significant effect on a student's time in graduate school and long-term career path. To facilitate students matching to a thesis advisor and learning about various research projects, and lab environments, including providing an opportunity for a student to explore research options, other than their declared area of interest.

Lab Rotations:

Students are required to participate in lab rotations during their first semester. An information session will be held as part of orientation and the onboarding process where the rotation policies and procedures will be explained in detail.

Students whose offer letter stipulates their advisor, or MD/PhD students who have pre-selected a thesis advisor are eligible for a waiver. Student requesting a waiver must complete a "Rotation Waiver Petition." You should contact the academic program administrator for assistance in submitting the petition.

BIOE 504: Graduate Lab Rotations

Rotations are administered through the course, "BIOE 504: Graduate Lab Rotations" and is a required course for all first-year students during their first semester. Assigns consist of submitting required documents and forms. It is the student's responsibility to submit all documents by the published deadlines.

Expectations

Students are responsible for meeting with potential faculty advisors to arrange lab rotations and to clarify expectations for participation during each rotation. Students should begin contacting faculty members regarding potential rotation opportunities immediately following orientation.

The expectation is that rotations will primarily be with core faculty members in the Department of Bioengineering. Students must actively engage in the research environment during each rotation.

Rotation experiences will vary by lab, but suggested activities may include, but are not limited to attending lab meetings, interacting with graduate students and postdoctoral fellows, discussing research with the prospective advisor and lab members, and participating in other appropriate activities as determined by the advisor.

Rotations with Non-BIOE or Non-Rice Advisors

To pursue a rotation with a potential advisor outside the department, the student must receive prior approval from the Graduate Academic Affairs Committee (GAAC). The advisor for this rotation must be a faculty member whose primary appointment is in a department at Rice, a faculty member at another institution who has an adjunct faculty appointment in Bioengineering, or a faculty member at another institution who collaborates with a Bioengineering faculty member.

Timeline

Lab rotations will begin during the second week of the fall semester. Students are expected to complete three rotations, with each rotation lasting four weeks. During each rotation, students should plan to spend approximately ten hours per week engaged in lab activities.

A detailed rotation schedule, including deadlines and instructions for submitting required documentation, will be provided at the start of the semester.

Students are expected to secure an advisor by November 30th of their first semester.

Choosing an Advisor

It is the expectation that students will choose an advisor who is a member of the core Bioengineering faculty. In cases where a non-BIOE advisor is approved, the advisor must be tenure or tenure track faculty at Rice or another academic institution. Non-faculty members may not serve in the capacity of an advisor.

Matching Process

The advisor matching process is negotiated between the student and the faculty member based on the student's input, current faculty needs, and available resources. If a student encounters any problems finding an advisor, the department will provide guidance, however, it is the student's responsibility to secure an advisor prior to November 30th of the fall semester.

If, at the end of a lab rotation, a student and advisor reach an agreement regarding a position in the lab, the student may, with the approval of the Director of Graduate Studies, request joining that lab and waive the remaining rotation. If an agreement with a faculty advisor is not reached after a rotation, the student should continue to the next rotation. Official request to join a lab can only be submitted at the end of each rotation period.

A request to join a lab must be submitted through CANVAS to be considered official.

Extension: If a student has not secured a faculty advisor by November 30th, a three-week extension to complete an additional lab rotation to continue the search for an advisor may be granted by the Director of Graduate Studies. Students are strongly encouraged to raise any concerns as early as possible. It is the student's responsibility to formally request this extension and/or initiate a discussion with the Director of Graduate Studies regarding their search for an advisor.

Thesis Committee

The Thesis committee administers the oral examination for the student's thesis proposal defense and has final approval authority for the written thesis proposal. The same committee will continue and administer the student's thesis defense. Students should carefully choose their committee members in consultation with their advisor. Students are expected to meet with their committee at least once annually, or more frequently as deemed necessary.

Thesis Committee Requirements

- Students must form their thesis committee by the end of their third semester.
- The committee must consist of a minimum of three members, meeting the following criteria:
    - At least two members, including the committee chair, must have a primary appointment in the Department of Bioengineering.
    - At least one member must have a primary appointment in a different department within Rice University.
    - All three required members must be either:
        - Tenured or tenure-track faculty at Rice University, or

        - Rice research faculty holding the rank of assistant research professor, associate research professor, or research professor.

- Adjunct faculty are not eligible to serve as one of the required committee members.
- Faculty with joint appointments in Bioengineering and another Rice department may serve either as a Bioengineering faculty member or as the non-Bioengineering member of the committee.
- If a student's advisor is not a member of the Department of Bioengineering or is affiliated with another institution, that individual may serve as the thesis director, but the student must also designate a committee chair who meets the criteria above.
- The Department of Bioengineering requires that at least one committee member be a core faculty member in Bioengineering.
    - Joint and adjunct faculty do not qualify as core faculty.
- Students may include additional committee members beyond the three required, provided they hold a tenure or tenure-track position at Rice or another academic institution.
- While additional committee members are permitted with advisor approval, students are encouraged to consider the practical implications of a larger committee such as increased difficulty in scheduling meetings, including the proposal defense and thesis defense, as all committee members must be present.

Students must submit the *Thesis Committee Confirmation* form once their committee has been established. Instructions for completing this form are found in the attachments.

Thesis Proposal

The purpose of the thesis proposal is to determine whether a student is prepared to perform research at a level consistent with their degree objective. The proposal is composed of a written proposal and an oral presentation of the student's thesis research project. The goal of the proposal is to establish the scope and goals of the PhD thesis work and develo9p a roadmap to achieve the, clearly define the bioengineering problem to be addressed, including tis background and significance, describe the hypothesis and specific aims of the project, defend the approaches in developing the bioengineering solution, and gain valuable feedback, and suggestions form the advisor and thesis committee members.

Proposed Timeline

Students are expected to complete the written portion of the thesis proposal by the end of August of their fifth semester (excluding summers). Failure to meet the August 31 deadline may result in the reduction of suspension of the students' financial support. The oral presentation can be held past the August 31 deadline but should be completed no more than four weeks after the submission of the written proposal.

The department will consider the students' proposal completed after a student forms their PhD thesis committee, submits the written proposal with all required components, to their advisor and committee members, and successfully defends their thesis proposal in an oral presentation.

Written Component

The professional development course, BIOE 690, is a vehicle to assist students with their thesis proposal development process. This course is offered annually in the fall and should be taken in the students' third semester.

The thesis proposal must be prepared using the standard NIH F31 format. This format can be found at NIH Fellowship Applications. The proposal should, at minimum, include the following F31 application sections:

- Project Summary/Abstract
- Project Narrative
- Specific Aims
- Research Strategy
- Respective contributions

Students should consult their advisor on how to adapt their proposal within this framework based on the individual project.

Submission Provisions

- Provide a copy of the written thesis proposal to all committee members prior to the August 31 deadline.
- Provide a copy of the written thesis proposal and the *Thesis Proposal Notification* form to the academic program administrator at least one week prior to the thesis proposal date.

Oral Component

The thesis proposal defense is expected to be conducted in person, with all members of the student's thesis committee physically present. In exceptional or extenuating circumstances, the student's advisor may authorize the defense to be conducted in a hybrid or fully virtual format.

During the defense, committee members will pose rigorous questions, comparable in nature to those found in an oral examination. Each committee member will evaluate the student's performance in the areas of (1) depth of knowledge in areas of thesis proposal, (2) Ability to integrate knowledge and critical thinking, (3) written communication skills, and (4) visual and oral communication skills. These scores will be used to determine the overall evaluation of the proposal defense.

The outcome of the thesis proposal defense will fall into one of the following categories:

- **Pass**: The students' presentation meets or exceeds the expectations of the committee. The students may proceed with their research as outlined in the proposal, incorporating any committee recommendations.
- **Pass with Stipulations**: The student's presentation meets the majority of the committee's expectations; however, certain revisions are required. Within one week of the defense, the committee or thesis advisor will provide the student with a written summary of the identified deficiencies. The student must address and rectify these issues within a reasonable time. Failure to meet the specified requirements within the defined period will necessitate a full re-defense of the proposal, which must occur no later than the end of the student's fifth semester. Failure to do so may result in dismissal from the program.
- **Failure**: The students' presentation does not meet the committee's expectations. (Note: You may wish to include criteria or next steps following a failure if applicable in your program.)

Petition for Thesis Proposal Extension

Students who are unable to complete their thesis proposal by the established deadline must formally petition for an extension. Extensions are granted only under extenuating circumstances.

Petitions may be submitted after the student's fourth semester, during the designated submission window from May 16 to June 15. Petitions submitted outside of this period will not be considered.

The petition must include:

- A detailed explanation of the circumstances necessitating the extension.
- A proposed plan outlining the steps the student will take to complete the thesis proposal; and
- An estimated date of completion.

Students will receive a decision regarding their petition within 14 days of the submission date. The academic program administrator is available to assist students in preparing and submitting their petition.

Following the successful completion of the oral thesis proposal defense, each member of the student's committee will receive a *Thesis Proposal Evaluation Form* to complete and sign. Once the form has been approved and returned by all committee members, a copy will be provided to the student for their records. Upon approval of the thesis proposal, the student's stipend will be increased by $500.

The thesis proposal is separate from and precedes candidacy. Candidacy is not automatic after the thesis defense. You must submit a separate Petition for Candidacy after you complete all coursework, teaching assignment, and the thesis proposal.

Refer to Attachment 4 for instructions on submitting required documents.

Research Responsibilities

PhD student research responsibilities include formulating a research question, designing, and conducting experiments, analyzing data, and contributing to new knowledge within their field, culminating in a dissertation. PhD students are responsible for managing their research project, seeking guidance from their advisor, and adhering to ethical research practices.

Most graduate students are supported by research grants or fellowships. Students are responsible for meeting the requirements of their research position. Students should be on campus and meet with their advisors regularly.

Annual Research Presentation Requirement

Beginning in their second year and continuing annually thereafter, students are expected to present their research in an official academic or professional forum. Presentations must take the form of a research talk delivered at a local, national, or international conference. Students may also fulfil this requirement by presenting at approved internal events, such as the Annual Graduate Student Symposium. Please note that poster presentations do not satisfy the research presentation requirement. Other presentation opportunities may be considered on a case-by-case basis with prior approval. If a student is unable to secure an appropriate venue to present their research, they must notify their advisor, who will assist in identifying suitable alternatives.

All research presentations must be documented in the students' semi-annual progress report.

Office and Laboratory Facilities

Bioengineering PhD students whose advisors are Bioengineering faculty will be provided with office and lab space within the department. Students who have non-bioengineering or non-Rice advisors should be provided office and lab space by their advisor. Students may be issued keys or electronic access to university buildings, offices, and/or labs. Keys or access cards may not be traded among, loaned to, or passed on to other students and must be

returned as soon as the need for regular access has passed. Laboratory users should share in maintaining its security and cleanliness. Spaces should not have doors propped open or left unlocked when unattended. Each lab may have specific requirements, which should be followed by all members of the lab.

Office and Laboratory Facilities

Bioengineering PhD students whose primary advisors hold faculty appointments within the Department of Bioengineering will be provided with office and laboratory space within the department. Students whose advisors are either outside the Bioengineering department or outside Rice University are expected to be provided with office and laboratory space by their advisor.

Students may be issued physical keys or granted electronic access to university buildings, offices, and laboratories. Access credentials are assigned to individual users and are not to be shared, loaned, or transferred under any circumstances. All keys and access cards must be returned promptly once regular access is no longer required.

All individuals using laboratory spaces are responsible for maintaining their security and cleanliness. Doors to labs and offices must not be propped open or left unlocked when unattended. Each lab may have its own additional rules and expectations, which must be observed by all lab members.

Laboratory Safety Requirements

All office and laboratory spaces operate under an integrated safety plan. Students must become familiar with the specific safety protocols and emergency procedures applicable to their assigned laboratory. Any concerns regarding unsafe conditions should be reported immediately to the student's advisor or laboratory supervisor.

The following general safety policies apply to all laboratory users:

- Students must complete the required lab safety training prior to conducting any work in laboratory facilities.
- Students are expected to understand and follow all safety procedures and to be familiar with the location and use of relevant safety equipment within their lab.
- If a student observes a potentially unsafe condition or believes that additional or alternative personal protective equipment (PPE) is needed, they should report this concern to their advisor or lab manager.
- Any inadequacy in safety procedures or equipment must be reported immediately to the student’s faculty advisor for appropriate corrective action.
- Violations of established safety procedures or the creation of unsafe or unhealthy conditions must be reported to the faculty responsible.

Failure to adhere to safety protocols or to maintain a clean, orderly, and professional work environment may result in the loss of access to departmental office or laboratory facilities.

Teaching Assistant Responsibilities

Students must undertake a limited amount of teaching or perform other services as part of their training. The Department requires students to complete two teaching assistant assignments. Services provided by teaching assistants include, but are not limited to grading, monitoring, leading labs, and/or discussion sessions, offering office hours, and performing clerical tasks associated with course instruction.

Each TA assignment entails up to 10 hours work per week. Teaching assistants should expect to be available throughout the semester and through the end of final exams or after to support the courses for which they have responsibility. Any absence from campus for more than one week by a TA during the semester must be approved

by the student's advisor and the instructor. If a student, for any reason, is not able to complete their TA responsibilities, the student must discuss this situation with the Bioengineering Director of Graduate Studies.

In addition to Department expectations, TAs are expected to adhere to ethical values, principles, and university code of conduct in their relationship with faculty members, students, and other Rice community members. The university TA Handbook four at http://honor.rice.edu/ta-handbook should be reviewed and used as a resource throughout the student's TA responsibilities.

TA Training

Rice CTE Training: TAs are required to complete the Teaching Assistant (TA) Training offered through the Center for Teaching Excellence. This training provides TAs with the basic information necessary to perform their work in these roles responsibly. This self-paced course introduces the role of a Teaching Assistant and covers federal regulations and institutional policies that govern this work (ADA, FERPA, Title IX, Policy on Student-Faculty relationships, and the Honor Code). It also provides resources for the various teaching practices, including grading and working with students in office hours. To self-enroll in this training, please use the following link and click "Enroll": https://catalog.rice.edu/browse/le/courses/teaching-assistant-ta-training.). This self-paced training can be completed in 1-2 hours.

Department Specific Training: The Department requires TAs to attend a department-specific training session before each semester in which they are a TA. Dates of the training sessions will be announced at the beginning of each semester.

Refer to Attachment 5 for additional information regarding TA responsibilities.

Application for Candidacy

Candidacy represents a significant milestone in a graduate student's academic progression. Advancement to candidacy indicates that the student has successfully completed all required coursework, passed the thesis proposal defense, demonstrated proficiency in oral and written communication, and exhibited the capability to conduct independent scholarly research in bioengineering.

Students are required to submit their candidacy petition no later than the beginning of their ninth semester of enrollment (excluding summer terms). Those who do not meet this deadline must submit a request for an extension to the Office of Graduate and Postdoctoral Studies. Failure to do so may result in dismissal from the program. A $125 reinstatement fee will be charged to students who exceed the candidacy time limit.

Additional details regarding petitions for candidacy and time boundaries are outlined in the *General Announcements* under *Academic Policies and Procedures*.

All candidacy petitions must be submitted through the Bioengineering academic program administrator. Instructions for completing the petition are provided in the attachments.

Advancing to candidacy is a distinct process and is not granted automatically. It is separate from the successful completion the thesis proposal (which must be completed prior to applying for candidacy).

Refer to Attachment 6 for instructions on how to complete the candidacy petition form.

Thesis Defense

Students in the Bioengineering Department typically complete their degree requirements and defend their thesis within ten semesters (excluding summer semesters). If as student is making reasonable academic progress but anticipate needing more than ten semesters, they must consult with Their faculty advisor.

The student should provide their advisor with a written report with their major progress to date and a plan/timeline from this point to their defense. The advisor, in collaboration with the thesis committee, will evaluate the student's progress and any exceptional circumstances that may warrant extended time.

Enrollment Requirement:

A candidate must be enrolled in the semester in which the oral examination is held. Students who defend during the summer must enroll in the summer session of classes. To the oral defense only, enrollment in a semester is considered valid through the Friday of the first week of class of the following semester. Students passing the oral examination on or before the end of the first week of classes of any semester do not have to register for that or any subsequent semester even though they may be continuing to make minor revisions to the final copy of their thesis.

Defense Registration and Announcement:

- Oral examinations must be registered with the Office of Graduate and Postdoctoral Studies (GPS) at least 14 days in advance.
- Registration is completed by submitting the *Graduate Students Thesis Defense Announcement* form, available at https://events.rice.edu/rgs.
- Defenses not properly registered within the required timeframe are considered unofficial and will not fulfill university degree requirements.

Notification of Defense and Draft Submission:

- Students should notify the academic program administrator as soon as possible after their defense date is set.
- A draft of the thesis must be submitted to all members of the thesis committee and to the academic program administrator at least fourteen calendar days prior to the scheduled defense date.

Thesis Defense Presentation

- All oral thesis defenses are expected to take place on the Rice University campus with the candidate in physical attendance and all thesis committee members in attendance throughout the entire defense. While the physical attendance of the committee is highly encouraged, it is recognized that this may add unnecessary scheduling conflicts delaying the student's defense. The student may, at their own discretion, provide an online option for guests to attend the defense.
- The thesis defense must be conducted as a single, continuous examination with the full thesis committee present. Students are not permitted to hold separate defense sessions with individual committee members.

Failure and Re-Examination:

If a candidate fails the oral defense, the committee chair may approve a second examination. A second failure will result in dismissal from the university.

Post-Defense Thesis Submission:

Following their defense, students must submit a copy of their approval of candidacy form, signed by the thesis committee signifying successful defense of the thesis, and a copy of their defended thesis, to the Office of Graduate and Postdoctoral Studies within one week after the oral examination. Instructions to submit this form are located online at https://graduate.rice.edu/academics/candidacy-defense-thesis-submission.

Time Boundaries for Candidacy and Defense

Time To Candidacy

PhD students must be approved for candidacy before the beginning of the ninth semester of their enrollment at Rice.

Time to Defense

- PhD students must defend their theses before the end of the 16th semester of their enrollment at Rice.
- Additionally, students must be projected to complete their minimum required credit hours and all other non-thesis degree requirements before the end of the semester in which they defend.

Time to Submission

Candidates who successfully pass the oral examination in defense of the thesis must submit the thesis to the Office of Graduate and Postdoctoral Studies no later than six months from the date of the examination. See Candidacy, Oral Examinations and Thesis. Candidates must also adhere to all deadlines associated with the Academic Calendar for a given commencement.

Time to Degree

- PhD are required to complete their program, including thesis defense, within 10 years of initial enrollment in the degree program. This time boundary includes any period in which the student was not enrolled or enrolled part-time, for whatever reason. Failure to meet any university degree deadline may result in the student not being able to continue in their degree program.

Bioengineering students normally complete all degree requirements and defend their thesis by the end of their tenth semester. Students who take longer than this should prepare a written plan, including tasks to be completed and expected completion date and discuss this plan with their advisor.

Satisfactory Performance

Continued participation and financial support in the Bioengineering PhD program are predicated on a student making sufficient progress toward degree requirements, including coursework, teaching assistant requirements, performance in research, achieving milestones on time, and other reasonable expectations of the student's advisor and the Bioengineering PhD program. To remain in good standing, a student must, at least:

- Maintain a professional open line of communication with their advisor.
- Maintain a cumulative grade point average (GPA) of 3.2 or better.

- Make continuous progress in research.
- Remain matched with an advisor and assigned to a lab, and working on the thesis research on a full-time basis.
- Have a goal of completing all coursework (except colloquia) within the first three semesters in residence.
- Present an annual oral progress review of research to the thesis committee beginning in the third academic year of residence and each year thereafter.
- Submit semi-annual progress review reports by the deadline.
- Submit a written copy of a thesis proposal by August 31st after the student's fourth semester (excluding summer) and present an oral defense of the thesis proposal no more than 4 weeks after the submission of the written proposal.
- Petition for doctoral candidacy prior to the beginning of the ninth semester in residence (excluding summer semesters)

A student's progress is continuously evaluated. This evaluation is conducted by the students' advisor and their thesis committee. During the first two years, the student must meet with their advisor to discuss their progress at least once per year and more often if necessary.

Once a student has successfully passed their proposal defense, starting at the end of the student's third year in residence, the student must meet with their thesis committee annually to discuss their research progress. The students must submit a two-page summary of their progress and an updated curriculum vitae to their committee prior to this meeting. The committee will give feedback and provide guidance regarding the students' development and ways to improve their research activities. The students must document this meeting in their semi-annual progress report.

Ongoing Evaluation of Student Progress

A student's academic and research progress is subject to continuous evaluation by their faculty advisor and, once formed, their thesis committee.

- Years 1–2: During the first two years of the program, the student is required to meet with their advisor to review progress at least once per academic year. More frequent meetings are encouraged as needed.

- Post-Proposal Defense (Beginning Year 3): Upon successful completion of the thesis proposal defense, beginning at the end of the third year in residence, the student must meet annually with their full thesis committee to discuss research progress.

Prior to each annual committee meeting, the student must submit a two-page written summary outlining their research progress, and an updated curriculum vitae (CV).

During the meeting, the committee will provide feedback, assess progress, and offer guidance for continued development and research improvement. The student is responsible for documenting the outcome of this meeting in the semi-annual progress report for the corresponding period.

Progress Review and Evaluation

Completion of the "Graduate Student Progress Review" is required twice per year for all PhD students in the Bioengineering program. This review provides a structured opportunity for students and their advisors to assess academic and research progress, establish realistic goals, and identify areas for improvement. It is a nonpunitive, consultative, and collaborative process designed to support student development and to assist in planning for continued success.

Timeline and Reporting Periods

Progress reviews are required to begin in the student's second semester of enrollment and follow a biannual schedule based on the calendar year:

- January 31: Covers the period from July 1 to December 31
- July 31: Covers the period from January 1 to June 30

Submission Instructions

The progress review consists of two components: a student self-evaluation and an advisor evaluation. The required form can be accessed at https://bioengineering.rice.edu/about/student-forms. Students are responsible for the following steps:

- Complete the student self-evaluation section of the form.
- Attach a current curriculum vitae (CV).
- Submit both documents to the department via CANVAS.
- Provide the following for their advisor:
    - A completed self-evaluation
    - A Current CV
    - A blank copy of the advisor evaluation section
- If a thesis committee has been formed, send the self-evaluation and CV to each committee member.
- Schedule a meeting with the advisor to discuss the completed review.

Note: Students are not responsible for submitting the advisor's portion of the evaluation. Advisors will submit this section to the department at their discretion.

Failure to complete and submit the student portion of the review without valid justification may impact on the student's academic standing and may result in disciplinary action.

Review and Oversight

The Director of Graduate Studies (DGS) will review all progress reports. At their discretion, the DGS may follow up with the student and/or advisor to discuss the report or address any issues raised.

Relationship Between Progress Review to BIOE 500 (Graduate Research)

The semi-annual progress review and the BIOE 500 (Graduate Research) course are both measures of student progress, but they serve distinct purposes. While both the BIOE 500 (Graduate Research) course and the semi-annual progress review serve as indicators of a student's academic and research development, they differ in purpose and assessment criteria.

Semiannual Progress Review**:** The semi-annual progress review is a nonpunitive, comprehensive evaluation designed to assess the student's research competencies, accomplishments, and overall progress over a six-month period. This review becomes part of the student's academic record and may be used to document success or to lay the groundwork for supporting the development of an improvement plan.

BIOE 500**:** In contrast to the semiannual program review, BIOE 500 is a formal, semester-based course graded on a Satisfactory/Unsatisfactory basis, and exclusively devaluates the student's research performance and related activities during that specific academic term. When a student receives an unsatisfactory grade for BIOE 500, it is an indicator that improvement is necessary.

A grade of unsatisfactory in a research course is documented on the student's official transcript and may result in Graduate and Postdoctoral Studies placing the student on probation for the subsequent semester.

Additionally, students with two failing or unsatisfactory grades during their graduate student tenure at Rice (whether consecutive or nonconsecutive) may also be dismissed by the dean of graduate and postdoctoral studies without further warning.

Unsatisfactory Progress

Students are expected to meet all university and departmental requirements to maintain good academic standing. Failure to do so may result in dismissal from the graduate program. Situations that may lead to dismissal include, but are not limited to:

- Failure to secure a faculty advisor by the end of the first semester.
- Failure to meet minimum grade requirements.
- Failing the thesis proposal defense more than once
- Failure to advance to candidacy or to defend the thesis within the required time limits without an approved extension.
- Receiving two Unsatisfactory grades in BIOE 500 (Graduate Research), whether in non-consecutive or consecutive semesters
- Receiving two consecutive Unsatisfactory evaluations in semi-annual progress reviews

If a student is determined to be making unsatisfactory progress, the student will receive a written warning outlining the deficiencies, the potential consequences (including dismissal), and specific actions required to remedy the situation. A reasonable and clearly defined time frame will be provided for the student to demonstrate improvement. Expectations will be equitable and consistent with those applied to other students in similar situations.

If the student fails to meet the stated requirements within the designated period, the advisor may dismiss the student from their research group. In such cases, and depending on the circumstances, the student may also be dismissed from the graduate program.

More information regarding dismissal can be found in the attachments to this handbook and in the General *Announcements.*

Voluntary Change of Research Advisor

PhD students are expected to remain with the research advisor and laboratory with whom they initially affiliate for the duration of their doctoral studies. However, in cases where a student determines that a change of advisor is in their best academic or professional interest, they may consider switching advisors. The following procedures must be followed:

- The students must submit a written request to the Director of Graduate Studies (DGS) and schedule a meeting to discuss the reasons for the proposed change and to develop a plan for identifying a new advisor.
- The student is solely responsible for securing a new research advisor. This process includes initiating meetings with potential faculty members to discuss the possibility of joining their research group.
- As a professional courtesy, the students should inform their current advisor that they are exploring other advisories.

- Unless otherwise determined by the current advisor, the DGS, or the Department Chair**, the student is expected to continue working in their current lab while the search for a new advisor is underway.**

- Once a new advisor has been identified, the student must notify the Graduate Program Administrator by completing the Change of Graduate Advisor form as soon as possible. Failure to complete this form promptly may result in administrative delays, including interruptions in stipend disbursement while funding details are updated.

Students are permitted to change research advisors only once during their PhD program. Exceptions to this policy will be considered only under extraordinary circumstances and must be approved by the Graduate Academic Affairs Committee.

Stipends and Financial Support

Assuming the availability of funding, all Bioengineering PhD students in good academic standing will receive at least the minimum stipend established by the Department of Bioengineering.

Stipends are paid biweekly in twenty-six equal installments over a 12-month period. The current payroll schedule is available at: https://controller.rice.edu/payroll-schedules.

First-Semester Support

- Unless supported by an external fellowship or scholarship, all first-year students are funded by the department as department fellows from the start of the fall semester through November 30.
- Continued financial support after November 30 is contingent upon:
    - Securing a faculty advisor,
    - Maintaining satisfactory academic performance,
    - Demonstrating reasonable progress toward degree requirements, and
    - The availability of funding.

Post-First Semester Support

- Beginning December 1 of their first semester, a student's faculty advisor assumes responsibility for financial support.
- Advisors are expected to cover 100% of the student's stipend, and associated fees, unless the student is supported by an external fellowship, scholarship, or training grant.
- If the external funding source provides a stipend below the departmental minimum, the advisor is expected to supplement the difference.

Thesis Proposal Compensation

Upon successful completion of the thesis proposal defense, students will receive a $500 annual increase to their current stipend. This increase takes effect on the full next pay period following the proposal's completion date.

Fellowships, Scholarships, and Training Grants

- Students are strongly encouraged to apply for external fellowships, scholarships, and training grants. The Office of Professional Development (OPD) offers an array of proposal development services to assist students in developing and writing proposals for federal agencies and other sources when seeking funding. Visit https://opd.rice.edu for more information.

- Students must promptly notify their advisor and the department upon receipt of any funding award, including those awarded prior to matriculation.
- Students funded by fellowships, scholarships, or training grants will receive the stipend amount specified by the award. If the award stipend is less than the Bioengineering PhD minimum, the advisor will supplement the difference. If the award stipend is greater than the Bioengineering PhD minimum, the student will receive the higher amount.

Bonus Pay for Fellowship Holders

- Students funded by fellowships, scholarships, or competitive university-held training grants totaling at least $10,000 per year are eligible for a $4,000 annual bonus, paid by the advisor.
- This bonus is distributed in equal monthly payments over 12 months during the term of the fellowship or award.
- While most advisors, including those outside the Bioengineering Department, are willing to provide this bonus, the department does not have the authority to require advisors outside the department to support this bonus. Students with non-Bioengineering advisors should discuss with their advisor at the time they join the lab or apply for a fellowship or training grant, the expectation of receiving this $4,000 annual bonus and the advisor's willingness to pay this bonus should they be awarded a fellowship.

Stipend and Fellowship Supplementation Policy

Students who receive a fellowship award with a stipend payment totaling more than $10,000 per year are eligible to receive a $4,000 annual bonus, distributed in equal monthly payments over a 12-month period for the duration of the fellowship under the following conditions:

Fellowship Funding	Stipend Arrangement
Award amount equals the BIOE basic stipend	Students receive the fellowship stipend plus a $4,000 annual bonus
Award amount exceeds the BIOE basic stipend	Student receives the fellowship stipend plus a $4,000 annual bonus
Award amount is below the BIOE basic stipend	Student receives the fellowship stipend, which is supplemented to meet the BIOE basic stipend, plus a $,4000 annual bonus

Termination of Fellowships, Scholarships, or Training Grants

If a student's fellowship, scholarship, or training grant ends or is revoked, assuming the student Is meeting milestones and making satisfactory progress towards their degree, and funds are available, then the advisor is expected to provide financial support at the departmental stipend rate in effect. In such cases, the student will no longer receive the $4,000 annual bonus.

Financial Support Limitations

The normal limit for departmental financial support in the Bioengineering PhD program is ten semesters (excluding summers). Financial support may be terminated under the conditions listed below.

- The student is not matched with an advisor after first-year rotations.
- The student is on academic probation for two consecutive semesters.

- The student is not making reasonable progress toward degree completion.
- The student is dismissed from their advisor's lab.
- The student has not completed degree requirements by the end of the tenth semester.

Students in any of these situations should consult their advisor and/or the Director of Graduate Studies.

In cases where a student is making reasonable academic progress but anticipates requiring more than ten semesters (excluding summer terms) to complete the PhD degree requirements,

- Students in the Bioengineering Department typically complete their degree requirements and defend their thesis within ten semesters (excluding summer semesters). If as student is making reasonable academic progress but anticipate needing more than ten semesters, they must consult with Their faculty advisor. The student should provide their advisor with a written report with their major progress to date and a plan/timeline from this point to their defense. The advisor, in collaboration with the thesis committee, will evaluate the student's progress and any exceptional circumstances that may warrant extended time.
- Financial support can be terminated if the advisor or the thesis committee determines a student's progress is inadequate to justify continued financial support beyond the tenth semester. If a student's stipend is terminated at the end of the tenth semester, but the student is close to completing their thesis research and is realistically expected to defend their thesis within a satisfactory time frame the advisor may elect to allow the student to continue their studies in an unpaid capacity.
- While the termination of financial support is not equivalent to dismissal from the program, it is a serious matter that may affect a student's ability to continue their graduate education. As such, students must be notified of any impending termination of financial support no less than 15 days prior to the effective date. Whenever possible, such termination should align with the conclusion of the current academic semester. Additional information regarding the termination of financial support is available in the *General Announcements*, accessible at https://ga.rice.edu.

Holidays and Paid Time Off (PTO)

During their first semester of enrollment, PhD students follow the university's academic calendar for official holidays. Beginning in the second semester (January 1), PhD students observe designated Rice University staff holidays, which are listed on the university's benefits website: https://knowledgecafe.rice.edu/benefits.

PhD students receiving stipends should note that standard academic breaks, such as midterm recesses and spring break**,** do not apply**.** However, the Winter Break (late December through early January) is recognized as an official holiday period for PhD students.

Paid Time Off (PTO)

- PTO is accrued on a calendar year basis (January 1 through December 31).
- PhD students engaged in research are entitled to ten (10) working days of paid time off per year.
- Working days are defined as Monday through Friday, excluding university holidays.
- PTO may be used on full or partial days and does not carry over to the following year.

Each laboratory may have its own internal policy and procedures for requesting and recording PTO. Students must follow the policies established by their research group. In general, students are expected to submit PTO requests at least two weeks in advance of the intended absence. While all reasonable requests should be considered, the advisor retains discretion to approve or deny leave based on research needs and lab circumstances.

Advisors may, at their discretion, grant additional time off for special or extenuating circumstances.

Unexpected Absences and Medical Leave

In the event of illness or unforeseen personal emergencies, students must notify their advisor or a designated lab representative as soon as possible. The advisor may require documentation substantiating the reason for the absence, particularly if the absence exceeds several days.

If a student is unable to fulfill their academic or research responsibilities for a period exceeding two weeks due to medical or personal reasons, they are encouraged to consult with their advisor and consider requesting a short-term medical leave of absence through the Office of Graduate and Postdoctoral Studies.

Short-Term Parental Release

If a graduate student cannot fulfill the duties of an appointment due to the adoption or birth of a child, the student may be temporarily released from their academic responsibilities In the event more than one parent is a Rice graduate student, each parent is eligible for short-term parental release.

Enrollment and stipend support may be continued for up to six weeks or until the existing appointment expires (whichever occurs first). A student may apply for short-term parental release at any time during the semester. Students taking a short-term parental release should make arrangements with their advisor and instructors to complete their coursework in a timely way, though extensions to the normal deadlines for INC grades may be requested upon the student's return. Requests to extend the INC deadlines must be made to the Office of Graduate and Postdoctoral Studies (GPS). Students taking a short-term parental release must be relieved of research expectations while on leave, however it is the responsibility of the student to work with their advisor to make arrangements for their absence.

Unapproved Absences

If a student is absent from the lab or fails to perform the required academic or research duties for more than one week without prior approval or a verified emergency, they will receive a written warning. If the absence continues for two consecutive weeks without communication or mitigating circumstances, the student may be considered to be making unsatisfactory progress and may be subject to:

- Termination of financial support
- Dismissal from their research group
- Dismissal from the PhD program

Exceptions to this policy may be granted at the discretion of the advisor in cases of extraordinary or compelling personal circumstances.

Additional Requirement for the MSTP MD/PhD Program

MD/PhD students must follow all policies and procedures found in this handbook. In addition, they must meet the specific requirements listed below:

- MD/PhD students are expected to choose an advisor who is a member of the Bioengineering core faculty.
  Must register for one of the research and reproducibility seminars offered by the Gulf Cost Consortia. Information on these courses can be found at https://gulfcoastconsortia.org/hom/research/research-and-reproducibility-resource-page/.
- Must formally meet with thesis committee a minimum of once per year and submit documentation of this meeting to the administrator of the MSTP program at Baylor College of Medicine.
- Must provide a copy of the semi-annual progress reviews to the MSTP program administrator at Baylor College of Medicine.

Course Waivers

MD/PhD students may waive up to 12 credit hours of elective course requirements based on medical school course work. This waiver is not automatic; the student must submit a petition to request this waiver.

Master of Science Program

Master of Science is a thesis-based program. Students are not normally admitted directly to a Master of Science (MS) degree program. Exceptional circumstances when a student is admitted directly to the MS program, the decisions are made on a case-by-case basis and must be approved by the Director of Graduate Studies and the PhD Admissions Committee.

PhD students, under specific circumstances may transfer to the thesis-based MS program and earn a master's degree as their terminal degree. Students transferring to the MS program will follow the degree requirements in the *General Announcements* found at https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-thesis-masters-degrees/.

All General Guidelines apply to thesis master's students.

Advisor

When PhD students transfer to the MS program, they will, in most cases, remain with their original PhD advisor. Exceptions are managed on a case-by-case basis.

Approval of Research Topic

MS students must have the research topic approved by their advisor prior to beginning their research.

Thesis Proposal

A thesis proposal is not required for master's students. While most students transferring from the PhD to the MS program will have already passed their thesis proposal, if a student transfers to the MS program prior to presenting their thesis proposal, the proposal is not required.

Financial Support

MS students receiving financial support are governed by the same financial polices as PhD students.

Teaching Requirements

MS students who receive financial support are expected to fulfill a minimum of one teaching assistant assignment. In cases when a student does not receive financial support, they are exempt from teaching assistant requirements.

Time to Degree

Master of Science Students are required to complete their program within five years of initial enrollment. PhD students who transfer to the MS program typically complete their degree within six months to a year.

Professional Masters in Bioengineering (MBE)

(Applicable to All MBE Students)

The MBE degree is a non-thesis master's degree. For general university requirements, please see http://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-non-thesis- masters-degrees/. The policies in this section apply to all Master in Bioengineering (MBE) students.

There are two major concentrations for the Masters in Bioengineering degree program, Applied Bioengineering and Global Medical Innovation. When students apply to the MBE degree program, they must identify and be admitted into one of these two major concentrations.

- Applied Bioengineering (Class Only) or Applied Bioengineering (Research Option)
  The Applied Bioengineering concentration is designed as a flexible program for students who will pursue careers in research, medicine, or related fields. This MBE major concentration is designed for students to transition to medical school or a PhD program, or to advance their professional career in the biomedical industry.

- Global Medical Innovation
  The Global Medical Innovation concentration is designed specifically for students who will pursue a career in the global medical technology industry. This MBE major concentration is designed to prepare engineers for careers in medical technology through education and innovation, emerging- market design projects and internships.

Enrollment Status Requirements

Students may enroll for the MBE Degree with a Major Concentration in Applied Bioengineering (*class-only* or optional *research* experience) on a full-time or part-time basis. For the MBE Degree with a Major Concentration in Global Medical Innovation, students may only enroll on a full-time basis.

General Requirements

All MBE students must meet the following requirements.

- A minimum of 30-31 credit hours, depending on the major concentration and course selection, to satisfy degree requirements.
- A minimum of 30 credit hours of graduate-level study (graduate semester credit hours, coursework at the 500-level or above.
- A minimum of 24 graduate semester credit hours must be taken in standard or traditional courses (with a course type of lecture, seminar, laboratory, or lecture/laboratory).
- A minimum residency of one fall or spring semester of part-time or full-time graduate study at Rice University. (Students in the GM program are expected to attend full-time for one year to successfully complete the program as a cohort.)
- A maximum of 2 courses (six graduate semester credit hours) from transfer credit.
- A minimum of 4 courses (12 credit hours) must be taken in department (BIOE) courses at Rice with a course type of lecture or lecture/laboratory.

- A minimum overall GPA of 2.67 or higher in all Rice coursework.
- A minimum program GPA of 3.00 or higher in all Rice coursework that satisfies requirements for the non-thesis master's degree.

Prerequisites

Students must show evidence on their undergraduate transcript of completion of a class in systems they must be completed at the beginning of the degree program. MBE students are expected to complete prerequisite courses during their first semester of study.

The following application:

1. For a course to count toward a prerequisite, the student must have received a grade equivalent of a B- or above in classes taken as part of their undergraduate degree or those taken at Rice. Students who earn a grade of Pass/Fail may count the course if they received a "Pass" grade.
2. The following types of non-traditional coursework **cannot** count toward meeting prerequisite requirements:
    - life experience; courses offered by non-collegiate sponsors such as businesses and government agencies, and labor unions, even if evaluated by the American Council on Education (ACE).
    - equivalency examinations (e.g., CLEP); or
    - MOOCs (massive open online course)
3. For the purposes of meeting a prerequisite requirement, courses may be taken for a traditional letter grade or Pass/Fail. However, courses taken Pass/Fail may not be used towards meeting degree requirements.
4. In specific cases, a student may take a course to meet both a prerequisite course requirement and a required elective if the course is a graduate level course (≥ to 500 level or above). For example, BIOE 539 may be taken to meet the prerequisite requirement for statistics and count towards the graduate degree quantitative requirement.

Students will not be certified to graduate until all prerequisite requirements are met.

Transfer of External Credit, Course Waivers, and Course Substitutions

Under certain circumstances, transfer credit, course waivers, or course substitutions may be approved. All transfer, waived, or substituted courses are decided on a case-by-case basis. Credits may be transferred at any time prior to applying for candidacy. However, students are encouraged to request transfer of credit at the beginning of their graduate program to better plan their coursework and schedule. For specific policies and procedures for requesting transfer credit, refer to Attachment _____

Transfer of External Credit

Under certain circumstances, MBE students may transfer up to six (6) semester credit hours of graduate level courses from their prior undergraduate institution, if the courses were not counted toward any other degree (undergraduate or graduate) and if there is a comparable course identified at Rice University. Transferred courses may not be the same as another course taken at Rice for credit.

Course Waivers

A course waiver is an exemption from a required course because the student has demonstrated that equal or higher-level competencies were attained through a previously completed course outside of Rice University. Students who earned graduate level credit not counted toward any other degree graduate or undergraduate) may request to waive a course requirement. Unlike transfers or substitutions, approved waivers do not count towards total credit hours. The student is required to meet the minimum credit hours as stated in the degree requirement guidelines.

Course Substitutions

A course substitution is a process by which an alternate course may replace a required or proscribed course within the required foundation requirements in a program of study. The substitute must be a bioengineering course, or another discipline related to bioengineering and determined to be in the best interest of the student (e.g., the course is more appropriate in the student's specific situation, course necessary to meet degree requirements, but not available.)

Petition for Exception to a Degree Requirement

Students who wish to deviate from the policies or degree requirements in this handbook must submit a written request for an exemption. Such petitions should be viewed as unusual, rather than typical. Students may petition for a routine exception to an academic requirement, regulation, or judgment by submitting the "Bioengineering Graduate Student Petition" form. Petitions are decided on a case-by-case basis by the program director. Refer to Attachment ____ for instructions on how to file a petition.

Grades

Rice uses a traditional grading system. Grades are reported using conventional (A+ through F) symbols. Instructors are required to report a grade for all students whose names are on the roster.

Satisfactory/Unsatisfactory

Courses graded as satisfactory/unsatisfactory count toward a student's degree if the course is part of the curriculum for their specific program. More information about grading can be found at Regulations and Procedures for All Graduate Students < Rice University.

Pass/Fail

- MBE students may not take as Pass/Fail any course that could potentially be used to fulfill specific degree requirements or electives. Because master's students should not take courses that do not advance them to their degree, MBE students may not take any course Pass/Fail.

- If a student is advised to take a supplemental course that is not explicitly part of their degree requirements, these students may seek to audit the course rather than take the course for graded credit. (An exception to this rule is Pass/Fail course taken to fulfill prerequisite requirements only.)

- All students should be aware that while a grade of P does not affect their grade point average, a grade of F is counted as a failure and is included in their GPA.

Time to Degree

The Department of Bioengineering expects students enrolled in the MBE-Applied Bioengineering concentration to complete their degree within two to four semesters.

Students enrolled in the GMI should complete their degree within one calendar year (summer internship and the subsequent fall and spring semester).

All master's students are required by the university to complete their program within five years of initial enrollment. This time boundary includes any period in which the student is not enrolled or enrolled part time, for whatever reason. Failure to meet any university time to degree deadline may result in the student not being able to continue in their chosen degree program.

Satisfactory Progress

Students will be assessed based upon their grades at the end of each semester. The department will review the students' transcript to determine if the student has met GPA requirements. If the student's overall GPA is below the standard set for their specific major concentration, the student will be placed in a probationary status through the next semester in which the student is enrolled.

Graduate students whose overall GPA falls below 2.67 or their semester GPA falls below 2.33, are placed on academic probation by the Office of Graduate and Postdoctoral Studies. The period of probation extends to the end of the next semester in which the student is enrolled. If that probationary semester results in an overall GPA below 2.67 or a semester grade point average below 2.33, the student may be dismissed without further warning. Additionally, graduate students with a cumulative GPA below 2.00 will be dismissed by the Office of Graduate and Postdoctoral Studies without a probationary period.

Students have one semester to improve their grades. If the student falls below the required GPA for a second semester, the student may be dismissed from the program without further notice.

Holidays and Time Off

MBE students follow the academic calendar and observe normal academic breaks.

Applied Bioengineering (Class Only) Concentration

Students pursuing the MBE degree with an Applied Bioengineering (class-only) major concentration must complete:

Core Requirements (3 Credit Hours)

- BIOE 627: Medical Innovation Industry Seminar (1.5 credit hours)
- BIOE 628: Medical Technology Industry Seminar 2 (1.5 credit hours)

Elective Requirements (18 Credit Hours)

Select six courses (18 credit hours) from the approved departmental (BIOE) course offerings at the 500-level or above.

Students may include up to six credit hours of BIOE 506 (Graduate Independent Study) within these 18 credit hours. Students taking BIOE 506 must complete a minimum of 12 credit hours of BIOE lecture or lecture/lab coursework.

For students formally admitted into and specifically pursuing the MBE/MD dual degrees program, up to 2 courses (six credit hours) from the McGovern Medical School at the UT Health Science Center can fulfill MBE requirements. BIOE 695 (Transfer – Foundations of Medical Science) and BIOE 696 (Transfer -Doctoring 12: History and Physical Exam). These students must still compete a minimum of 12 credit hours of BIOE lecture or lecture/lab coursework.

Quantitative Requirement (3 Credit Hours)

Select a minimum of three credit hours from the following.

- BIOE 539: Applied Statistics for Bioengineering and Biotechnology
- BIOE 541: Cell and Molecular Biology for Engineers
- BIOE 552: Intro to Computational Systems Biology: Modeling & Design Principles of Biochemical Networks
- BIOE 572: Biomechanics
- BIOE 502: Physical Biology
- RCEL 506: Statistics and Data Science for Engineers

Professional Development Elective (3 Credit Hours)

Select a minimum of 3 credit hours from the following:

- ENGI 501: Workplace Communication for Professional Master's Students in Engineering
- ENGI 510: Technical and Managerial Communications
- ENGI 515: Leading Teams and Innovation
- ENGI 529: Ethics and Engineering Leadership
- ENGI 555: Engineering Persuasion: How to Drive Decisions and Change
- ENGI 610: Management for Science and Engineering
- RCEL 501: Engineering Management & Leadership
- RCEL 502: Engineering Project Management
- RCEL 505: Leading Engineering Economics
- RCEL 506: Statistics and Data Science for Engineering
- RCEL 542: Professional Communication

General Elective (3 Credit Hours)

Select one (3 credit hours) course from the approved department (BIOE) course offers (or another department) at the 500-level or above.

Summary of Requirements

Requirement	Credit Hours
Core Courses	3
Electives	18
Quantitative Requirement	3
Professional Development Elective	3
General Elective	3
Total	30

For students formally admitted into and specifically pursuing the MBE/MD dual degrees program, up to 2 courses (6 credit hours) from the McGovern Medical School at the UT Health Science Center can fulfill MBE requirements: BIOE 695 *Transfer - Foundations of Medical Science* and BIOE 696 *Transfer - Doctoring 1: History and Physical Exam.* These students must still complete a minimum of 12 credit hours of BIOE lecture or lecture/lab coursework.

Applied Bioengineering (Research Experience)

Students pursuing the MBE degree with an Applied Bioengineering major concentration (research experience) must complete:

Core Requirements (3 Credit Hours)

- BIOE 627: Medical Innovation Industry Seminar (1.5 credit hours)
- BIOE 628: Medical Technology Industry Seminar 2 (1.5 credit hours)

BIOE Department Electives (12 Credit Hours)

Select four courses (12 credit hours) from the approved departmental (BIOE) course offerings at the 500-level or above.

Quantitative Requirement (3 Credit Hours)

Select 1 course (3 credit hours) from the following:

- BIOE 539: Applied Statistics for Bioengineering and Biotechnology
- BIOE 541: Cell and Molecular Biology for Engineers
- BIOE 552: Intro to Computational Systems Biology: Modeling & Design Principles of Biochemical Networks
- BIOE 572: Biomechanics
- BIOE 502: Physical Biology
- RCEL 506: Statistics and Data Science for Engineers

Technical Writing Requirement (3 Credit Hours)

Select 1 course (3 credit hours) from the following:

- ENGI 501: Workplace Communication for Professional Master's Students in Engineering
- ENGI 510: Technical Managerial Communications
- RCEL 542: Professional Communication

Ethics Requirement (1 Credit Hour)

- UNIV 594 Responsible Conduct in Research

Additional Electives (2 Credit Hours)

Select one 3 credit hour 500-level or above course from BIOE or another related discipline or two of the 1 credit hour course offerings from those listed below.

- BIOE 698: Bioengineering Colloquia
- BIOS 592: Topics in Quantitative Biology and Biomedical Information
- SSPB 610: Bioelectronics Colloquium
- CHBE 661: CHBE Graduate Seminar
- RCEL 536: Introduction to Patents and IP
- BIOE 699: Bioengineering Colloquia

- MECH 606: Mechanical Engineering Graduate Seminar
- CHBE 602: CHBE Graduate Seminar
- RCEL 530: Engineering Launch Pad Pathway to Non-Engineering Careers

Research Requirement (7 credit hours)

- BIOE 507: Graduate Research Components I (2 credit hours)
- BIOE 607: Research Concentration Components II (5 credit hours)

BIOE 506

Students choosing to complete the Applied Bioengineering Major Concentration (research experience) will take up to 9 credit hours of BIOE 507, BIOE 607, and seminar courses, which is a structured sequence of MBE research and research seminar courses. For students taking BIOE 507 or BIOE 607, BIOE 506 may also be taken for additional research experience, however, it will not be counted toward the 31 credit hours required for the MBE Applied Bioengineering (Research Experience) degree. The rare exception will be if BIOE 506 is taken as an internship, with the MBE director's permission, at another institution (academic, clinical, or industry). This exception will be allowed under two conditions:

- Rice BIOE faculty members will be designated as the supervisor for the course credit and will receive biweekly progress reports; and
- The equivalent number of additional credit hours must be taken through BIOE lecture or lecture/lab coursework at Rice.

This arrangement will ensure that students meet the requirement of a minimum of 12 credit hours of BIOE lecture or lecture/lab coursework.

Summary of Requirements

Requirement	Credit Hours
Core Courses	3
Department Electives	12
Quantitative Requirement	3
Technical Writing Course	3
Ethics Elective	1
General Elective	2
Research Requirement	7
Total	31

For students formally admitted into and specifically pursuing the MBE/MD dual degrees program, up to 2 courses (6 credit hours) from the McGovern Medical School at the UT Health Science Center can fulfill MBE requirements: BIOE 695 *Transfer - Foundations of Medical Science* and BIOE 696 *Transfer - Doctoring 1: History and Physical Exam.* These students must still complete a minimum of 12 credit hours of BIOE lecture or lecture/lab coursework.

Global Medical Innovation Concentration

Students pursuing the MBE degree with a Global Medical Innovation major concentration must complete:

Core Requirements (3 Credit Hours)

- BIOE 627: Medical Innovation Industry Seminar (1.5 credit hours)
- BIOE 628: Medical Technology Industry Seminar 2(1.5 credit hours)
-

Medical Technology Design (6 Credit Hours)

- BIOE 527: Healthcare Innovation and Entrepreneurship
- BIOE 529: Healthcare Innovation and Entrepreneurship Lab
-

Medical Technology Implementation (6 Credit Hours)

- BIOE 528: Medical Engineering and Design Lab
- BIOE 530: Medical Engineering and Design Lab II

Internship or Independent Study (6 Credit Hours)

- BIOE 600: Graduate Bioengineering Industry Internship
  or BIOE 506: Graduate Independent Study

Enrolment in BIOE 506 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. Students typically take BIOE 506: Graduate Independent Study for 2 semesters (3 credit hours each for 6 credit hours total Graduate Bioengineering Industry Internship for six credit hours.

Quantitative Requirement (3 Credit Hours)

Select a minimum of three credit hours from the following:

- BIOE 539: Applied Statistics for Bioengineering and Biotechnology
- BIOE 541: Cell and Molecular Biology for Engineers
- BIOE 552: Intro to Computational Systems Biology: Modeling & Design Principles of Biochemical Networks
- BIOE 572: Biomechanics
- BIOE 502: Physical Biology
- RCEL 506: Statistics and Data Science for Engineers

Professional Development Elective (3 Credit Hours)

Select a minimum of 3 credit hours from the following:

- ENGI 501: Workplace Communication for Professional Master's Students in Engineering
- ENGI 510: Technical and Managerial Communications
- ENGI 515: Leading Teams and Innovation
- ENGI 529: Ethics and Engineering Leadership

- ENGI 555: Engineering Persuasion: How to Drive Decisions and Change
- ENGI 610: Management for Science and Engineering
- UNIV 594: Responsible Conduct of Research
- RCEL 501: Engineering Management & Leadership
- RCEL 502: Engineering Project Management
- RCEL 505: Leading Engineering Economics
- RCEL 506: Statistics and Data Science for Engineering
- RCEL 542: Professional Communication

General Elective (3 Credit Hours)

Select one additional course from the approved departmental (BIOE) course offers (or another department) at the 500-level or above. Students may complete a course offered by another department, but it must be relevant to the MBE degree.

Summary of Requirements

Requirement	Credit Hours
Core Requirements	3
Medical Technology Design	6
Medical Technology Implementation	6
Internship or Independent Study	6
Quantitative Requirement	3
Professional Development	3
General Elective	3
Total	30

Attachments

Attachments to this handbook serve to supplement the core information with additional resources, details, or context. They provide more in-depth explanations related to the handbook's content and instructions for completing specific processes.

Attachment 1: Graduate Student Petition

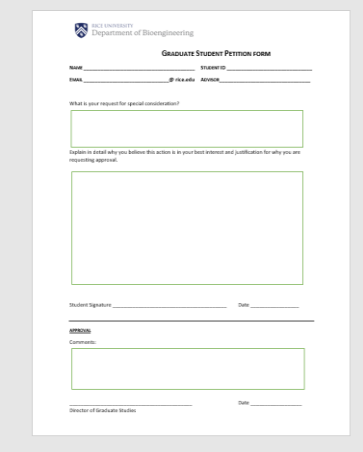
Graduate program requirements may be waived or modified only with the approval of the Director of Graduate Studies or the Graduate Academic Affairs Committee (for PhD students), or the Program Director (for MBD students. Exceptions are considered on a case-by-case basis and are granted only after a thorough review to ensure consistency, fairness, and alignment with program and university policies.

Instructions for Completing the Graduate Student Petition Form

To request an exception or modification to a graduate program requirement, students must complete the **Graduate Student Petition Form**, available at https://bioengineering.rice.edu/about/student-forms. When completing the form, please follow these steps:

1. **Identify the specific requirement** for which you are requesting a waiver or modification. Clearly state the policy, rule, or requirement to which your petition pertains.
2. **Provide a detailed explanation** justifying your request. Include relevant background information and a clear rationale for why the exception should be granted. If needed, you can attach additional pages.
3. **Include supporting documentation** as appropriate. This may include course syllabi, forms, advisor letters, or other relevant materials that help substantiate your request.
4. **Submit the completed form** to your program's academic administrator or coordinator. The administrator will forward your petition to the appropriate program director and/or program committee for review.
5. **Monitor your email** for follow-up communications or requests for additional information. A decision is made within one to two weeks. Petitions requiring additional review by the Office of Graduate and Postdoctoral Studies may take longer.

Notes: Incomplete petitions or those lacking sufficient justification may be returned without review. Students are encouraged to consult with their academic advisor before submitting a petition.



RICE UNIVERSITY
Department of Bioengineering

GRADUATE STUDENT PETITION FORM

NAME _____ STUDENT ID _____

EMAIL _____@ rice.edu ADVISOR _____

What is your request for special consideration?

Explain in detail why you believe this action is in your best interest and justification for why you are requesting approval.

Student Signature _____ Date _____

APPROVAL

Comments:

_____ Date _____

Director of Graduate Studies

Note: This form is not used for submitting appeals or grievances.

Attachment 2: Request for Transfer of Coursework Credits, Course Waivers, and Substitutions

Transfer Coursework:

Is this course graduate level?

- **No →** Cannot be used toward degree requirements.
- **Yes →**
    - **Was it used to satisfy requirements for a different degree (undergraduate or graduate level?**
        - **No →** Complete Request for Transfer Credit
        - **Yes →** May not be transferred for credit. Consider waiver petition.

Course Waiver

Is this course graduate level?

- **No →** Cannot be used toward degree requirements.
- **Yes →**
    - **Was it used to satisfy requirements for a different degree (undergraduate or graduate level?**
        - **No →** Submit petition requesting course be waived.
        - **Yes →** May not be used to waive a Rice course or count toward degree requirements.

Course Substitutions

Is this course a Rice Bioengineering course or a course from a closely related field?

- **No →** May not be used to substitute for a required bioengineering course.
- **Yes →** Does the course meet any of the requirements below:
    - Is this course directly relevant to your research area,
    - does this course better support your academic or career goals, or,
    - Is this your final semester of coursework and is the required course unavailable?
        - **No →** May not be used to substitute for a required bioengineering course.
        - **Yes →** Compete petition to request substitution.

Transfer Coursework Credits Policy

Graduate courses completed at other institutions are not automatically accepted for credit toward a Rice University graduate degree. To request transfer of external credit, follow the procedure outlined below. All transfer requests are subject to the approval of the graduate program and the Office of Graduate and Postdoctoral Studies.

Credit Limits

- **MBE students** may transfer up to **6 credit hours**.
- **PhD students** may transfer up to **12 credit hours**.

Eligibility Criteria

- To be eligible for transfer credit, courses must meet all the following requirements:
- Completed at a regionally accredited U.S. institution or a foreign institution recognized by its Ministry of Education or equivalent authority.
- Completed with a grade equivalent to a C- or higher; courses taken Pass/Fail or equivalent are not eligible.
- Non-traditional coursework is not eligible for transfer credit at Rice University. This includes but is not limited to: life experience and coursework offered by non-accredited or non-collegiate entities such as businesses, government agencies, or labor unions—even if evaluated by the American Council on Education (ACE); credit earned through equivalency examinations (e.g., CLEP); Massive Open Online Courses (MOOCs).
- Not previously used to fulfill requirements for another degree.
- Taken at the graduate level and equivalent in content and rigor to Rice graduate coursework.

Transfer Credit Conversion and Grading Requirements

All transferable credits from institutions that use a system other than semester hours (e.g., quarter hours, ECTS credits) will be converted to semester hours. The Office of the Registrar will determine the number of transferable credit hours based on the official external transcript and in accordance with university guidelines. Under no circumstances will transfer credit exceed the semester hour equivalent to the original coursework.

If courses were taken at an institution that uses a non-traditional grading scale (e.g., scales other than the standard four-point GPA, competency-based grading, etc.), it is the student's responsibility to provide the following:

- A clear explanation of the institution's grading system.
- A method or key for translating grades to a standard four-point scale; and
- Documentation verifying that the grade earned in any course submitted for transfer is equivalent to a minimum of C- or higher.

Foreign Coursework:

A course-by-course professional evaluation from SpanTran or Education Credential Evaluators (ECE) is required, including course levels, U.S. semester-hour equivalents, and grade equivalencies.

Applying Undergraduate Graduate-Level Coursework Taken while an Undergraduate at Rice

Graduate programs may, at their discretion, approve the use of graduate-level coursework completed by a student during their undergraduate studies at Rice to count towards a graduate degree, provided the following criteria are met:

- The course must be listed on the undergraduate transcript at the 500-level or above.
- The course must be one that typically fulfills requirements for the intended graduate degree.
- The course must not be used to fulfill any undergraduate degree requirements.
- Courses taken as an undergraduate will not be reclassified as graduate-level on the academic record until the bachelor's degree has been conferred.
- The use of undergraduate coursework for graduate credit does not alter the student's official matriculation term for the graduate program; matriculation begins in the term following the completion of all undergraduate degree requirements.

Restrictions:

- Non-bioengineering courses may be eligible if they are equivalent to a Rice course, are relevant to the field of bioengineering, and satisfy a program requirement. Non-bioengineering courses may be transferred for elective credit only.
- Rice-specific graduate courses cannot be fulfilled by transfer credit: UNIV 594, BIOE 500, BIOE 504, BIOE 690, BIOE 698/699

Transfer Process

1. Identify an equivalent Rice graduate course for each course you wish to transfer.
2. Complete the Graduate Request for Transfer Credit Form: https://registrar.rice.edu/online-forms
3. Submit the following materials to your graduate program coordinator or academic administrator:
    - Completed Transfer Credit Request form.
    - Course description and syllabus for the transfer course
    - Official proof the course was not applied to another degree (can usually be obtained from the institutions' Registrar)
    - Official transcript sent directly to the Department of Bioengineering or delivered in a sealed envelope from the originating institution.

Final Review and Documentation

- The program coordinator will route your petition for departmental and university review.
- When a decision is made regarding transfer eligibility, the student will be notified. If approved at the department level, the form will then be sent to the Office of the Registrar.

Notes:

- Incomplete or unsupported requests will delay processing.
- It is the student's responsibility to verify that the approved credit appears on the official Rice transcript.

Course Waiver Policy

To be eligible for a course waiver, the following conditions must be met:

- The course must have been completed at a U.S. institution accredited by a regional accrediting agency, or at a foreign institution accredited by an official government agency (e.g., Ministry of Education).
- The course must have been taken at the graduate level and designated as a bioengineering course.
- An official transcript must be sent directly from the institution's registrar to the Rice Bioengineering department, either electronically or in a sealed envelope.
- A minimum grade of B- (2.67) or equivalent must have been earned. Courses taken Pass/Fail or under similar grading systems are not eligible.
- The course must be a clear equivalent to a Rice graduate-level bioengineering course.
- Non-traditional coursework is not eligible for waivers: This includes Life experience; courses offered by non-academic entities (e.g., businesses, government agencies, labor unions), even if ACE-evaluated; equivalency examinations (e.g., CLEP); and MOOCs (Massive Open Online Courses).

If the course was graded using a non-standard grading scale (e.g., competency-based, non-4.0 GPA scale), the student must provide:

- An explanation of the grading policy.
- A conversion to a standard 4.0 scale.
- Documentation verifying the grade is equivalent to at least a B-.

Procedure for Requesting a Course Waiver

Students seeking to waive a required course must complete the following steps:

1. Identify the equivalent Rice University course for which you are requesting a waiver.
2. Complete the Bioengineering Graduate Student Petition Form.

3. Submit the following materials to the graduate program coordinator or academic administrator:

    - The Graduate Request for Transfer Credit form.
    - A copy of the description of the Rice course being matched.
    - A syllabus or official course description from the external institution.
    - Proof that the course was not applied to a prior undergraduate degree (documentation from the issuing institution's registrar).
    - An official transcript from the institution where the course was completed, if not previously submitted.

Notes:

- Incomplete submissions will delay the waiver review process.
- Unlike transfers or substitutions, approved waivers do not count towards total credit hours. The student is required to meet the minimum credit hours as stated in the degree requirement guidelines. Graduate Research (BIOE 500) may be used to make up hours for waived courses.
- Courses may not be waived or transferred to fulfill requirements for the following Rice courses: UNIV 594, BIOE 500, BIOE 504, BIOE 690, BIOE 698/699.

Course Substitution Policy

Students are expected to adhere to the degree requirements of their graduate program, including selecting courses from the approved lists within designated Focus Areas. Under extraordinary circumstances, students may request to substitute a course within the required foundation requirements. A course substitution may be approved if the proposed course is academically equivalent and aligns with the student's educational or research objectives. Substitution requests should typically involve BIOE (Bioengineering) courses. In exceptional cases, a non-BIOE course may be considered if it demonstrates clear relevance and academic equivalence to the required curriculum, better supports the student's research area, and determined to be in the student's best academic interest.

All substitution requests are subject to review and approval by the graduate program committee or the Director of Graduate Studies.

Procedure for Requesting a Course Substitution

4. Identify the Rice University course proposed as a substitute for the required course.
5. Complete the Bioengineering Graduate Student Petition Form. Include a justification for your request. Include relevant background information and a clear rationale for why the substitution should be granted.
6. Submit your request to the academic coordinator for your program.

Failure to provide complete documentation will result in delays in processing

Attachment 3: Suggested Degree Requirements Timeline*

Fall Semester 1:

- Register for coursework (including BIOE 698 and BIOE 504))
- Meet with potential advisors and complete rotations.
- Participate in rotation process (including registration in BIOE 504)
- Match with an Advisor by November 30

Spring Semester 2:

- Register for coursework (including BIOE 699 & BIOE 500)
- Begin Research
- **Complete first TA Assignment

Summer Semester

- Register for BIOE 500 & Continue Research
- July 31: Submit progress report (June for January – June time frame)

Fall Semester 3:

- Register for classes (Including BIOE 698, BIOE 500, and BIOE 690)
- Complete coursework
- Continue Research
- Form thesis committee.
- **Complete second TA Assignment

Spring Semester 4:

- Register for classes (including BIOE 699, BIOE 500, and additional courses if required)
- Complete coursework
- Begin work on thesis proposal.
- January 31: Submit progress report (for July - December of prior year)

Summer Semester

- Register for BIOE 500 & continue research.
- July 31: Submit progress report (June for January – June time frame)

Fall Semester 5:

- Register for Classes (Including BIOE 698 & BIOE 500)
- Before August 31: Complete and defend thesis proposal.
- Continue Research
- If qualified, petition for candidacy

Spring Semester 6:

- Register for classes (including BIOE 699 & BIOE 500)
- Continue research.

- Petition for Candidacy (if not completed in Semester 5)
- January 31: Submit progress report (for July - December of prior year)

Summer Semester
- Register for BIOE 500 & continue research.
- July 31: Submit progress report (June for January – June time frame)

Fall Semester 7:
- Register for BIOE 500
- Continue Research
- Petition for candidacy if not already achieved.

Spring Semester 8:
- Register for BIOE 500
- Continue research.
- Begin preparing for the thesis defense.
- January 31: Submit progress report (for July - December of prior year)
- Deadline to petition for candidacy

Summer Semester
- Register for BIOE 500 & Continue Research
- July 31: Submit progress report (June for January – June time frame)

Fall Semester 9
- Register for BIOE 500
- Continue Research
- Prepare for thesis Defense.

Semester 10:
- Register for BIOE 500
- January 31: Submit progress report (for July - December of prior year)
- Defend Thesis
    - If unable to defend thesis by the end of Semester 10, prepare plan for completion of your degree and discuss your plan with your advisor.

*Students in the Department of Bioengineering are expected to complete their degrees in five years
**Teaching Assistant timeline may vary depending on the needs of the department
-

Attachment 4: Thesis Proposal & Defense Notification Form

Use: The purpose of the Thesis Proposal & Defense Notification form is to notify the department of your intent to present the oral portion of your thesis proposal. The form includes the date and title of the proposal as well as the contact information for the thesis committee.

Procedure for submitting Thesis Proposal & Defense Notification Form:

- Complete all portions of the proposal notification form as soon as you have scheduled your proposal defense.
- Submit this form to the academic program administrator at least two weeks prior to the date of your proposal defense.

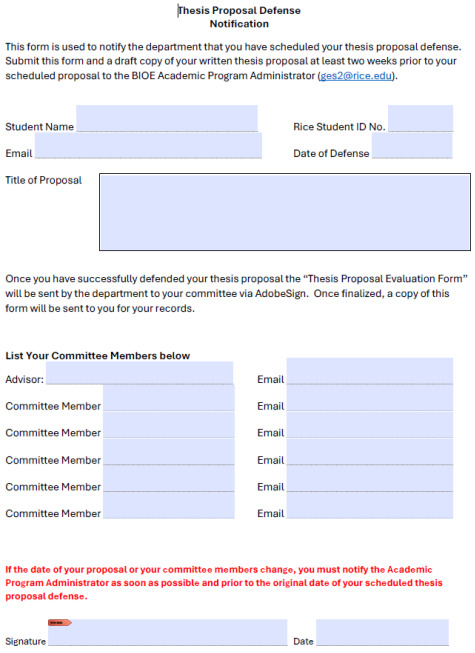
Submit a draft copy of the written thesis proposal to the academic program administrator at least two weeks prior to the date of your proposal defense.

After Passing Thesis Proposal Defense:

Once you have successfully presented and passed the oral thesis proposal defense, the academic program administrator will sent to your committee members a "Thesis Proposal Evaluation" form. The form will be signed by all members of the thesis committee and your passage of your thesis proposal will be documented in your student record. You will receive a copy of the signed form for your records.

Students who successfully complete their thesis proposal defense will receive a $500 raise. This rise will go into effect on the first full payroll period after the passage of the thesis defense proposal.

Examples for pertinent forms are:



Thesis Proposal Defense Notification

This form is used to notify the department that you have scheduled your thesis proposal defense. Submit this form and a draft copy of your written thesis proposal at least two weeks prior to your scheduled proposal to the BIOE Academic Program Administrator (ges2@rice.edu).

Student Name | Rice Student ID No.
Email | Date of Defense
Title of Proposal

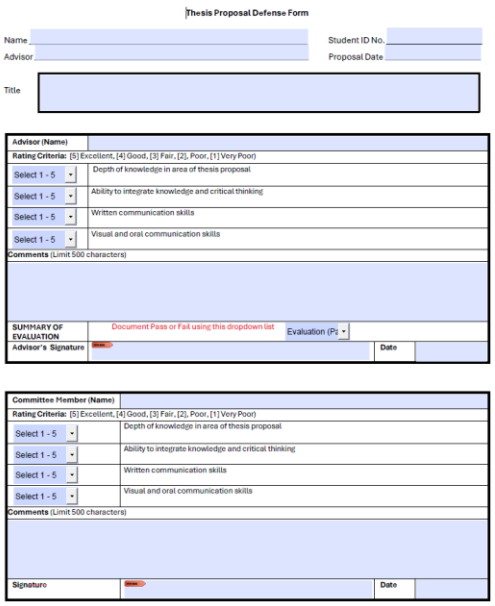
Once you have successfully defended your thesis proposal the "Thesis Proposal Evaluation Form" will be sent by the department to your committee via AdobeSign. Once finalized, a copy of this form will be sent to you for your records.

List Your Committee Members below

Advisor: | Email
Committee Member | Email
Committee Member | Email
Committee Member | Email
Committee Member | Email
Committee Member | Email

If the date of your proposal or your committee members change, you must notify the Academic Program Administrator as soon as possible and prior to the original date of your scheduled thesis proposal defense.

Signature | Date



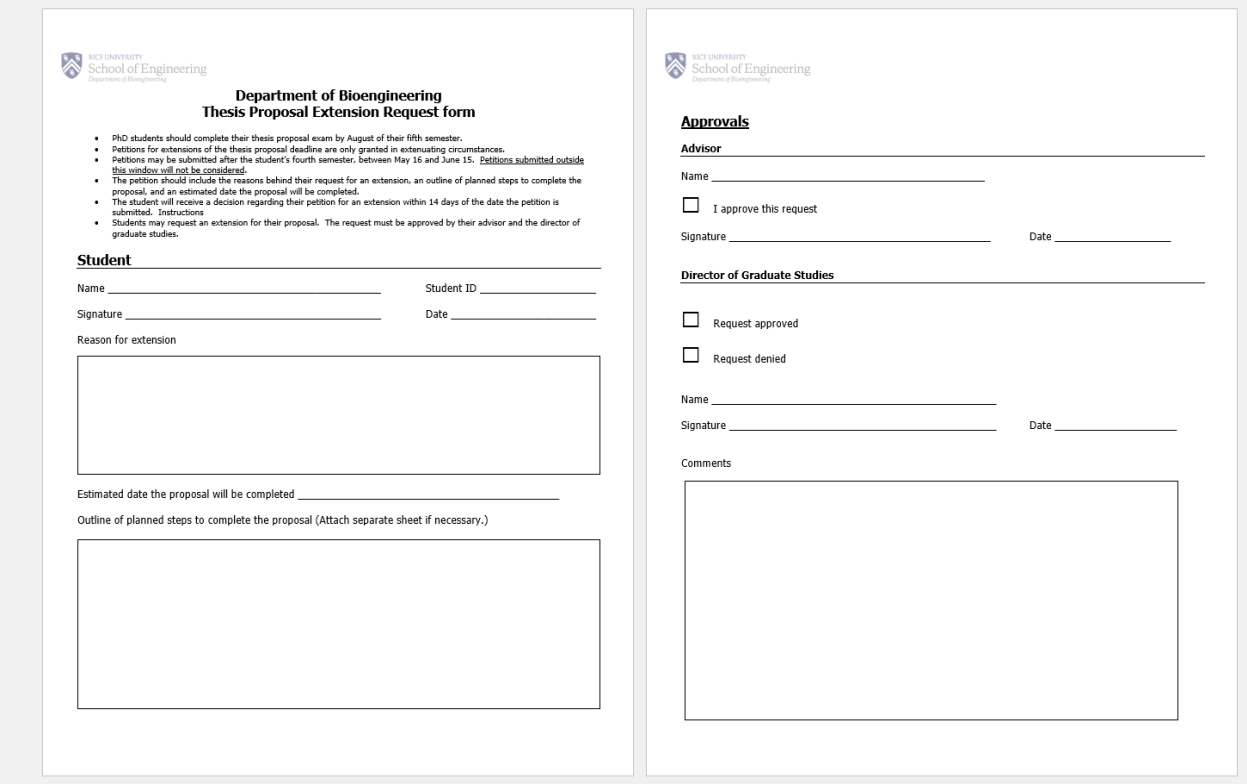
Thesis Proposal Defense Form

Name | Student ID No.
Advisor | Proposal Date
Title

Advisor (Name)
Rating Criteria: [5] Excellent, [4] Good, [3] Fair, [2], Poor, [1] Very Poor)
Select 1 - 5 — Depth of knowledge in area of thesis proposal
Select 1 - 5 — Ability to integrate knowledge and critical thinking
Select 1 - 5 — Written communication skills
Select 1 - 5 — Visual and oral communication skills
Comments (Limit 500 characters)
SUMMARY OF EVALUATION — Document Pass or Fail using this dropdown list — Evaluation (Pa
Advisor's Signature | Date

Committee Member (Name)
Rating Criteria: [5] Excellent, [4] Good, [3] Fair, [2], Poor, [1] Very Poor)
Select 1 - 5 — Depth of knowledge in area of thesis proposal
Select 1 - 5 — Ability to integrate knowledge and critical thinking
Select 1 - 5 — Written communication skills
Select 1 - 5 — Visual and oral communication skills
Comments (Limit 500 characters)
Signature | Date

Students who are unable to complete their thesis proposal by the established deadline must formally petition for an extension. Extensions are granted only under extenuating circumstances. Petitions may be submitted after the student's fourth semester, during the designated submission window from May 16 to June 15. Petitions submitted outside of this period will not be considered. The petition request is submitted on the “Thesis Proposal Extension Request” form.



RICE UNIVERSITY
School of Engineering
Department of Bioengineering

Department of Bioengineering
Thesis Proposal Extension Request form

- PhD students should complete their thesis proposal exam by August of their fifth semester.
- Petitions for extensions of the thesis proposal deadline are only granted in extenuating circumstances.
- Petitions may be submitted after the student's fourth semester, between May 16 and June 15. Petitions submitted outside this window will not be considered.
- The petition should include the reasons behind their request for an extension, an outline of planned steps to complete the proposal, and an estimated date the proposal will be completed.
- The student will receive a decision regarding their petition for an extension within 14 days of the date the petition is submitted. Instructions
- Students may request an extension for their proposal. The request must be approved by their advisor and the director of graduate studies.

Student

Name _____ Student ID _____

Signature _____ Date _____

Reason for extension

Estimated date the proposal will be completed _____

Outline of planned steps to complete the proposal (Attach separate sheet if necessary.)

RICE UNIVERSITY
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Department of Bioengineering

Approvals

Advisor

Name _____

☐ I approve this request

Signature _____ Date _____

Director of Graduate Studies

☐ Request approved

☐ Request denied

Name _____

Signature _____ Date _____

Comments

Attachment 5: Teaching Assistant Requirements

Definition of a Teaching Assistant (TA)

As part of their academic training, PhD students in the Department of Bioengineering are required to participate in limited teaching activities. A Teaching Assistant (TA) is defined as a graduate student who supports course instruction under the direction of a faculty member.

Teaching Assistant Assignments

Teaching assistant (TA) positions are assigned by the Director of Graduate Studies before the start of the semester in which the student will serve. Students who have questions or concerns about their TA assignments should contact the academic program administrator, who will collaborate with the Director of Graduate Studies to address inquiries or resolve any issues.

Teaching Assistant Responsibilities

TA responsibilities may include, but are not limited to:

- Grading assignments and exams
- Leading laboratory or discussion sections
- Monitoring course activities
- Holidays
- Performing clerical or logistical tasks related to instruction.

TA Assistant Requirements

PhD students must complete two (2) TA assignments during their program. Each assignment may require up to 10 hours of work per week. The following policies apply:

- TAs are supervised by the course instructor and must meet with the instructor before the start of the assignment to review responsibilities and expectations.
- Instructors must clearly communicate expectations, and TAs are expected to fulfill all reasonable duties. Unresolved conflicts should be referred to by the Director of Graduate Studies.
- TAs are expected to attend scheduled class sessions unless otherwise directed by the instructor.
- Students may not TA a course on which they are enrolled.
- Students may not register for courses that conflict with TA responsibilities once the assignment has been finalized.
- No student may take on more than two TA assignments without prior written approval from the Director of Graduate Studies.
- Multiple TAs may be assigned to a course. In such cases, collaboration between TAs and graders is expected.

- Students planning an academic career are encouraged to request more engaged TA roles. Requests should be submitted to the Director of Graduate Studies prior to the end of the semester before the desired assignment.

TA Training Requirements

All TAs must complete the following training requirements:

- Rice CTE Training: TAs are required to complete the Teaching Assistant (TA) Training offered through the Center for Teaching Excellence. This training provides TAs with the basic information necessary to perform their work in these roles responsibly. This self-paced course introduces the role of a Teaching Assistant and covers federal regulations and institutional policies that govern this work (ADA, FERPA, Title IX, Policy on Student-Faculty relationships, and the Honor Code). It also provides resources for the various teaching practices, including grading and working with students in office hours. To self-enroll in this training, please use the following link and click "Enroll": https://catalog.rice.edu/browse/le/courses/teaching-assistant-ta-training.). This self-paced training can be completed in 1-2 hours.
- Department Specific Training: The Department requires TAs to attend a department-specific training session before each semester in which they are a TA. Dates of the training sessions will be announced at the beginning of each semester.

Assignment Timing and Availability

- Students will not receive TA assignments during their first semester.
- Assignments are typically scheduled between the second and fifth semesters, excluding summer terms.
- Except in unusual cases, students will not be assigned more than one TA role in a single semester. Exceptions must be approved in advance by the Director of Graduate Studies.
- TAs must remain available for the entire semester, including through final exams, to support their assigned course.
- Any planned absence that lasts longer than one week must be approved in advance by both the course instructor and the student's advisor.

Standards of Conduct for Teaching Assistants

Even though TAs are not members of the faculty, they are expected to uphold professional standards and ethical responsibilities consistent with faculty conduct:

- TAs must demonstrate respect for students, uphold academic integrity, and promote a positive learning environment.
- TAs must comply with the Rice University Code of Conduct, and act ethically in all interactions with students, faculty, and staff.
- TAs should review and consult the University TA Handbook: http://honor.rice.edu/ta-handbook/

University Policies Applicable to TAs:

- Consensual Relationships Policy: https://policy.rice.edu/829
- FERPA (Student Privacy Regulations): https://registrar.rice.edu/ferpa/
- Title IX Policy: https://safe.rice.edu

  TAs are considered responsible employees under the Title IX policy. If a TA becomes aware of an incident of sexual misconduct (e.g., assault, harassment, stalking, or relationship violence), they are required to report it to the Title IX Coordinator at titleix@rice.edu.

- For further questions or support: Call 713-348-3311 (ext. 3311 on campus)
- For immediate safety concerns or if a student wishes to report an issue through the legal system or is considering making a report, contact the Rice University Police Department at 713-348-6000 (ext. 6000 on campus)

TA Performance Evaluation

At the conclusion of the assignment, the course instructor will evaluate the TA's performance.

- If the TA fails to meet the expectations of the role, the instructor should notify the Director of Graduate Studies, who will determine whether the student should receive credit for the assignment.
- Satisfactory completion of two TA assignments is required to fulfill departmental teaching and degree requirements.

Attachment 6: Applying for Candidacy

Candidacy is the midpoint during graduate education. Achieving candidacy for the PhD implies that a student has:

- completed required course work.
- passed the thesis proposal defense.
- completed all teaching assistant assignments.
- demonstrated the ability for clear oral and written communication.
- shown the ability to conduct scholarly work in bioengineering.

Each PhD student must petition for candidacy prior to the beginning of their ninth semester (excluding summer semesters). A student cannot defend their thesis until the dean of graduate and postdoctoral studies approves their candidacy. Forms related to candidacy and defense can be found at Forms | Graduate and Postdoctoral Studies | Rice University.

Instructions for Submitting the Candidacy Petition

Use the "Petition for Approval of Candidacy for a Doctoral Degree" form. This form can be found at Forms | Graduate and Postdoctoral Studies | Rice University to petition candidacy.

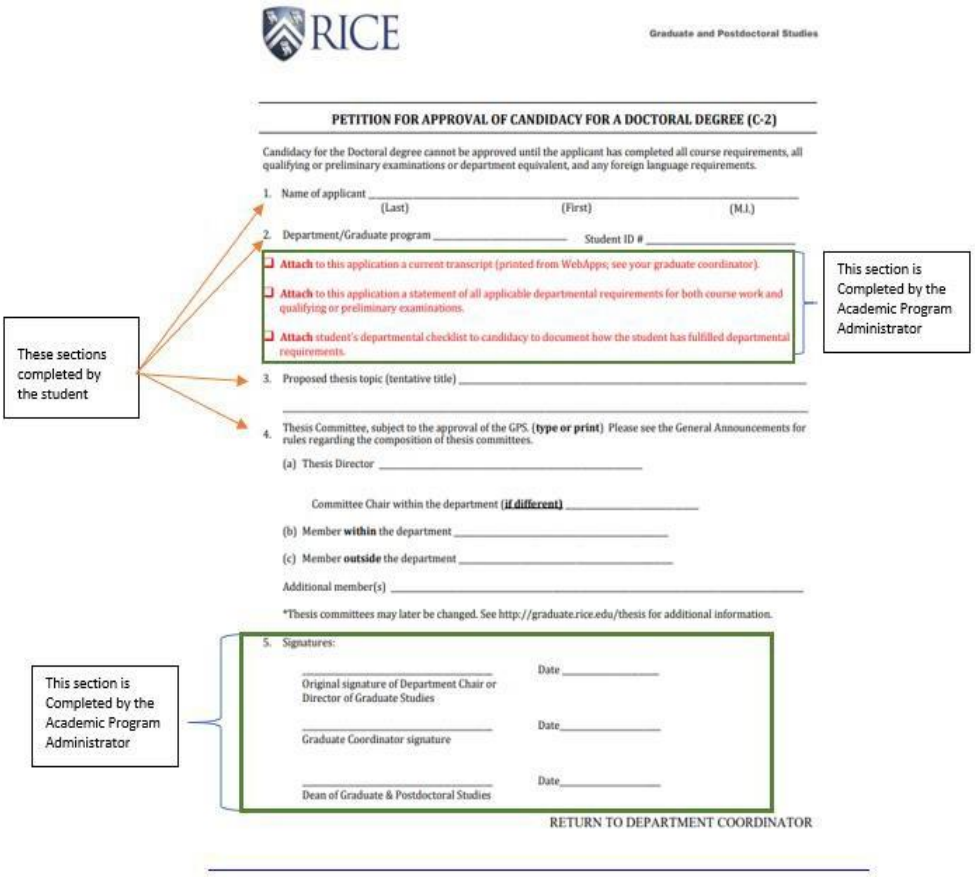
Petitions must be submitted to the Office of Graduate and Postdoctoral Studies (GPS) electronically by the department.

- Complete sections 1, 2, (graduate program & student ID only; you do not need to provide the attachments) 3, and 4 of the candidacy petitions to the academic administrator (ges2@rice.edu).
  - In section four, when filling in the candidacy petition form, enter the full names (the name they publish under) for your director/committee chair and all committee members. Nicknames or initials are not to be used.
  - Submit the form to the academic program administrator (ges2@rice.edu).

- The academic program administrator will
  a. Complete an audit of the student's record (transcript, TA records, etc.) to confirm the student has met all requirements for candidacy. (If the audit suggests a specific requirement has not been met or the academic administrator has any questions, the student will be notified.)
  b. Attach the three documents requested under section two.
  c. Obtain all necessary signatures.
  d. Submit the form and all required attachments to GPS electronically.
  e. Notify you when GPS confirms they have received the candidacy petition form.
  f. Notify you when GPS confirms candidacy has been approved.[22]

Note: GPS approves candidacy petitions as timely as possible. However, due to the growing number of graduate students, approval may take a significant amount of time but will be completed prior to your defense date.

Example of the candidacy form:



Extension of Time to Candidacy

Students who are unable to meet the time boundary must submit an extension of candidacy request to the Office of Graduate and Postdoctoral Studies or risk dismissal. A $125 reinstatement fee will be imposed on students who have exceeded their time boundaries. Information on time boundaries can be found in the *General Announcements at* Academic Policies and Procedures | Rice University.

Attachment 7: Health and Safety Resources

Rice Crisis Management – What to do in an Emergency

Phone: 713-348-6088
Email: https://emergency.rice.edu/

"What to Do": https://emergency.rice.edu/what-to-do
The Rice Crisis Management Webpage (https://emergency.rice.edu/what-to-do) provides information on what to do when faced with different emergency scenarios, including armed aggressors, civil disturbances, cybersecurity, extreme weather, power outages, public health emergencies, suspicious activity, and terrorism/bomb threats. Students should become familiar with the information on this website.

Rice University Police Department

Phone: 713-348-6000 (Ext. 600 on campus)

Location: Entrance #8 (2000 block of University Boulevard at Stockton Street Hours: 24 hours a day
Rice University Police Department (RUPD) is a Commission on Accreditation for Law Enforcement Agencies (CALEA) accredited police department. This accreditation improves the delivery of public safety services, primarily by maintaining a body of standards developed by practitioners in the field that covers a wide range of up-to-date safety initiatives. This site provides a guide for emergency assistance, safety information, training classes, parking enforcement, and other services. It also provides access to the daily crime log, as well as online forms to report crimes and register valuables.

Rice Emergency Medical Services

Phone: 713-348-6000 (Ext. 6000 on campus)

Location: Entrance #8 (2000 block of University Boulevard at Stockton Street Hours: 24 hours a day
Rice University Emergency Medical Services (REMS) strives to provide the Rice community with quality emergency medical care. REMS seeks to accomplish this goal through rapid response to calls for emergency services, standby coverage at special events, education of the Rice community, and a commitment to compassionate patient care, quality improvement, and professionalism.

Rice Crisis Management Office

The mission of the Rice Crisis Management Office is to provide effective communication and assistance to the Rice community before, during and after a crisis. In the event of inclement weather or other emergencies, the university follows set procedures for announcing university-wide operational changes by making a formal announcement via the Rice Crisis Management Office. The "Rice Alert" system is used to effectively communicate emergency information through multiple channels, including text messaging, emails, The Rice emergency website (emergency.rice.edu), the Everbridge app and the outdoor warning (siren) system.
Students should sign up for Rice Alerts and ensure their contact information is current for each of these platforms. Information on how to access these resources can be found at https://emergency.rice.edu/rice- alert.

Student Health Services

Phone: 713-348-4966
Email: hlsv@rice.edu
Location: Morton L. Rich Student Health and Wellness Center
Hours: Monday – Friday, 9:00 a.m. to 5:00 p.m. Telehealth Appointments/Consultations are available 24/7. Closed for lunch 12:00 – 12:30 daily.

Student Health is located on-campus and is dedicated to meeting undergraduate and graduate students' unique needs, emphasizing prevention. Student Health Services sees all students regardless of their insurance. Appointments are included in student fees. Additional labs, vaccines, etc., charges may be paid via cash or with credit card. Students are seen in person at Student Health.

Mental Health Resources – Wellbeing & Counseling Center

Phone: 713-348-3311(24/7)

Location: Gibbs Wellness Center
Monday – Friday, 9:00 a.m. – 5:00 p.m. Telehealth appointments/consultations are available 24/7. Closed for lunch 12:00 – 12:30 daily.

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 and Counseling Center envisions a Rice community in which all people develop and thrive as individuals; and strives to create a community of care, respect, and integrity for all.

The SAFE Office

Phone: Immediate Assistance: Call RUPD/REMS at 713-348-6000 Phone: Someone to talk to: 713-348-3311 (24/7)
Location: Morton L. Rich Health and Wellness Center

Rice University's SAFE Office (Interpersonal Misconduct Prevention and Support) offers care management and navigation to students who are reporting an incident of interpersonal violence perpetrated against them and to students who have been accused of perpetrating interpersonal violence. The SAFE Office also provides prevention education to the Rice community on sexual and domestic violence, sexual harassment, stalking and Title IX and Clery Act requirements. All services are provided at no cost to the student.
The SAFE Office helps with:
Emotional Support
Education on healthy relationships, consent, and interpersonal violence dynamics
Safety planning
Information on reporting options
Accompaniments to appointments
Assistance with supportive measures
Referrals to on and off campus resources
Navigation support for reporting and responding students in Title IX related Student Judicial Program (SJP) cases.

Student Support Specialist

Pia Byrd
Phone: 713-348-2617
Email: https://bioengineering.rice.edu/about/student-forms
Location: Sewall Hall 380.

Pia Byrd, Student Support Specialist in the Office of Graduate and Postdoctoral Studies, manages graduate affairs and offers support in a safe and confidential environment for graduate students to discuss concerns or grievances outside formal channels.

Disability Resource Center (DRC)

Phone: 713-348-5841
Email: adrice@rice.edu
Location: Allen Center, Room 111
Website: Diversity, Equity, and Inclusion | Office of Provost | Rice University
the Disability Resource Center (DRC) facilitates academic accommodations for students with documented disabilities.
Accommodation may include but not limited to:
Access to taped or digital textbooks
Sign language interpreting.
Assistive listening devices
Alternative format materials, Braille, large print
Note taking.
Testing accommodations
Adaptive equipment
Facilitate housing accommodations.

Provides referrals and information on diagnosis of learning disabilities and other potentially disabling conditions.
Consults with Study Abroad, Career Services Center and other campus resources for students with disabilities.
Assists with special parking needs for students with disabilities.
Provides support for students with temporary mobility restrictions.

Advises on the Americans with Disabilities Act/Section 504 of the Rehabilitation Act of 1973 about accommodations, accessibility, service animals, etc.
Trains students with disabilities on the use of assistive technology

Women's Resource Center

Phone: 713-348-2813

Location: 1st Floor, Ley Student Center

The Rice Women's Resource Center is not only a space on the Rice University campus, but also a community that fosters personal relationships and conversations. Their vision is to increase awareness of and sensitivity to gender issues to build a more supportive, dynamic atmosphere on campus. Through a series of educational and social events and programs, the center hopes to actively engage with diverse identities and facilitate critical discussion of gender issues. The center also serves as an innovative platform and safe space for expression and development of philosophies and ideologies.

Office of Access and Institutional Excellence

713.348.4026
provost@rice.edu Allen Center, Suite 330
Website: Resources | Diversity, Equity, and Inclusion | Office of Provost | Rice University

The Rice University's Office of Diversity, Equity and Inclusion Office seeks to support and guide the university in fulfilling its mission of cultivating a diverse community of learning and discovery by facilitating a campus environment that promotes diversity, inclusion and academic achievement through active engagement with all areas of campus life.

List of Forms

Prerequisite Forms

Masters in Bioengineering Applied Bioengineering Prerequisite Evaluation
https://docs.google.com/forms/d/e/1FAIpQLSeA8jBMoUTJP8puQgJYPClzGY bHkGjxjuJz- w7cSDnBaTK54g/viewform?usp=sf_link

Masters in Bioengineering GMI Prerequisite Evaluation
https://docs.google.com/forms/d/e/1FAIpQLScTboiSJe1u5LVEE4yXjv8EYL E8tHiZqYc- Ju1cAZCJkblLug/viewform?usp=sf_link

PhD Prerequisite Evaluation
https://docs.google.com/forms/d/e/1FAIpQLScIV4fCDTU5p4a5uYSUigZxprEN zuR5yhKu- gfvdvwGZw0dvQ/viewform?usp=sf_link

Prerequisite Update Form

https://docs.google.com/forms/d/e/1FAIpQLSe1T44774e51-BxVpcpxL9rCSKtQxT7y-7bELM2-5bUa01RLQ/viewform?usp=sf_link

Registration Form

Graduate Special Registration (and Request for Registration Restriction Override) Form

https://registrar.rice.edu/online-forms

Inter-institutional Graduate Student Registration form

https://registrar.rice.edu/online-forms

Pass/Fail Conversion form
https://registrar.rice.edu/online-forms
Pass/Fail Designation form
https://registrar.rice.edu/online-forms

Transfer of Credit Forms

Graduate Request for Transfer Credit Form

https://registrar.rice.edu/online-forms

Request to Apply Undergraduate Coursework to Graduate Program (Rice Undergraduate Courses)

https://registrar.rice.edu/online-forms

Rotation Forms

Rotation Plan Form

https://bioengineering.rice.edu/about/student-forms

Permission to Rotate form.

https://bioengineering.rice.edu/about/student-forms

Advisor Match Form

https://bioengineering.rice.edu/about/student-forms

MBE Program Change of Enrollment Status form

https://bioengineering.rice.edu/about/student-forms

Thesis Committee Forms

Thesis Committee Confirmation Form

https://bioengineering.rice.edu/about/student-forms

Request for Committee Revisions (Post Candidacy)

https://bioengineering.rice.edu/about/student-forms

Thesis Proposal Forms

Proposal Defense Forms

https://bioengineering.rice.edu/about/student-forms

Request for Extension of Thesis Proposal

https://bioengineering.rice.edu/about/student-forms

Candidacy

Doctoral Candidacy Petition
https://graduate.rice.edu/academics/forms#Candidacy

Request for Extension of Time to Candidacy \

https://graduate.rice.edu/academics/forms#Canidacy

Application for Degree

Pre-Printed Application for Degree
(GR Students)
https://bioengineering.rice.edu/about/
student-forms