

Student Handbook 2023-24



**Rice
Architecture**

Student Handbook 2023-24

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A Note from the Dean

Handbook / noun

hand·book | \ 'han(d)-, bu'k \

Definition of *handbook*

a: a book capable of being conveniently carried as a ready reference: MANUAL

b: a concise reference book covering a particular subject

Meriam Webster 10th Collegiate Dictionary

By combining the words hand and book, the term handbook integrates some of the fundamental tenets of architecture: hand recalls the tactile and the haptic, suggesting the long legacy of making and design, while the word book evokes the textual and theoretical project of architecture, with both books and buildings acting as lasting edifices of creative and practical labor. To me, the synonymous word manual also recalls Houston's ubiquitous car culture and the important role that maintenance manuals play in it, helping imagine both the problems and corresponding solutions, both textually and graphically. As such, manuals and handbooks combine the useful with the imaginative, the pragmatic with the aspirational (often in tandem with the beautiful drawings and diagrams that we as architects love so much). My hope is that this handbook will be a useful tool in furtherance of our common goals of belonging and well-being—as well as our productivity, efficiency, and impact—by outlining both best practices and important policies. In laying bare so many facts, handbooks are helpful in building a more just, equitable, and prosperous community. They set out norms and expectations for academic integrity, collegiality, and respect so we can thrive as a diverse community of scholars and human beings—a place where everyone can achieve their fullest potential. Handbooks also enable us to practice academic rigor and human compassion simultaneously, promoting scholarly inquiry alongside best practices of self-care and care for each other.

At Rice Architecture, we are proud of our inclusive academic climate, where debate and multiple viewpoints are not only welcome but encouraged. As faculty, we value diverse approaches and promote respectful conversations as bedrocks of academic freedom and scholarly distinction. Our staff are equally dedicated to this educational mission, providing both practical and compassionate support to our entire community. Our students, too, are key members of this closely knit community, and, perhaps unique to our school, they are active participants in their own education.

Just as our school, our city, and our world are constantly evolving, so, too, should this document—and, as its readers, you can be active agents in its making, helping us shape its future iterations. To that end, please do not hesitate to reach out with your suggestions and ideas for how we can improve our handbook and build an even stronger community at Rice Architecture.

Igor Marjanović

William Ward Watkin Dean and Professor

Rice Architecture

Diversity, Equity, and Inclusion at Rice Architecture

Rice Architecture is deeply committed to diversity, equity (DEI), and inclusion as key tenets of our society and our discipline. We respect all members of our community, regardless of race, ethnicity, gender, sexual orientation, religion, age, economic status, or disability, and strongly believe that these differences are our strengths, bringing an array of valuable voices, perspectives, and contributions to our learning environment and academic pursuits. We are actively engaged in efforts to initiate long-term change in the ways in which we recruit, educate, and foster future generations of architects. We view diversity, equity, and inclusion as a central and meaningful part of the overall university experience. We believe these values increase the vitality of everything we do—education, scholarship, service, and community.

With Houston—one of the most diverse cities in the United States—as our home, we have a particular responsibility to be at the forefront of a global movement to build a more just, inclusive, and equitable future for our discipline and our world. We take that responsibility seriously and sincerely—to our hearts.

Resources

Rice University

Professional Development Chairs: Ekene Emenike, Ivan Medrano

Diversity, Equity and Inclusion

diversity.rice.edu/

Professional

Identity-Based Resources, Center for Career Development (General Resources, Asian American, Women, Native Americans, LGBTQ+, Disabilities, Latinx, International, African American, DACA/Undocumented)

ccd.rice.edu/students/career-resources/identity-based-resources/

AIA Houston's Justice, Equity, Diversity, Inclusivity Collective (JE:DI) (American Institute of Architects)

aiahouston.org/v/site-home/Justice-Equity-Diversity-and-Inclusivity/44/

Multicultural Center

diversity.rice.edu/multicultural-center

AIA Houston Latinos in Architecture (American Institute of Architects)

aiahouston.org/v/site-home/Latinos-in-Architecture/43/

Multicultural Student Organizations

ruf.rice.edu/~clack/multiorgs.html

AIA Houston Women in Architecture (American Institute of Architects)

aiahouston.org/v/site-home/Women-in-Architecture/3u/

Office of Multicultural Affairs

oma.rice.edu/

American Indian Council of Architects and Engineers

aicaecouncil.org/

Pride @Rice, LGBTQIA+ Organization

ricepride.rice.edu/

Asian American Architects/Engineers Association

aaaesc.org/

Task Force on Slavery, Segregation and Racial Injustice

taskforce.rice.edu/

Black Architects Archive

www.blackarchitectsarchive.org/

Rice Architecture

Black Architects Archive, Northeastern University

cssh.northeastern.edu/nulab/black-architects-archive/

DEI Officer

Carla Haskins

Dark Matter University

darkmatteruniversity.org/

Anti-Racism Collective (ARC)

antiracismcollective.cargo.site/

International Archive of Women in Architecture, Virginia Tech

spec.lib.vt.edu/iawa/

National Organization of Minority Architecture Students (NOMAS) Rice University Chapter

Email: nomas@rice.edu

Co-Presidents: Razella Freeman, Prea Davis

Treasurer: Manuella Gbossou

Secretary: Osvaldo Salgado

Social Media Chair: Roxanna Mendez

Outreach Chair: Alex Jamu

Social Events Chairs: Sarai Huaman, Yasmine Boualam

National Organization of Minority Architects (NOMA)

noma.net/ houstonnoma.org/ (Houston Chapter)

National Organization of Minority Architecture Students (NOMAS) Student Chapters

noma.net/nomas-chapters/

Academic Calendar **2023-24**

August

13-19	Orientation week for new students
21	First day of classes; All-School Meeting, 1 p.m.

September

1	Last day for late registration, adding courses, "audit" designation, withdrawal with 100% refund
4	Labor Day Holiday—No scheduled classes

October

6	Last day to drop courses
27	Last day to designate a course as pass/fail; file an application for a May degree conferral with the Office of the Registrar (undergrads only)

November

13	Spring registration open for all currently enrolled students
17	Last day to register for the spring semester without a late registration fee
22-24	Thanksgiving Holiday—No scheduled classes
27	Pencils Down
28–Dec 1	Review Week—Final Reviews

December

1	Last day of classes
12	End of fall semester
TBD	Studio clean-out deadline

January

8	First day of classes; All-School Meeting
15	MLK Jr. Day—No scheduled classes
19	Last day for late registration, adding courses, "audit" designation, withdrawal with 100% refund

February

9	Spring Recess—No scheduled classes
23	Last day to drop courses; file an application for a May degree conferral with the Office of the Registrar; file thesis master's candidacy petitions, or certification of non-thesis master's, with the Office of Graduate and Postdoctoral Studies for December 2022 degree conferral (M.Arch. only)

March

9-17	Spring Break—No scheduled classes
22	Last day to designate a course as pass/fail

April

8	Solar Eclipse Day - No scheduled classes; Fall registration open for all currently enrolled students
12	Last day to register for the fall semester without a late registration fee
15	Pencils Down / Plotting up, 5 p.m.
16-19	Review Week—Final Reviews
19	Last day of classes
24	Awards Ceremony
30	End of spring semester

May

4	Commencement
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Undergraduate
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Student Guidelines⁹

Please refer to the university's official General Announcements for the complete degree requirements: ga.rice.edu

**Bachelor of Arts in Architecture &
 Bachelor of Architecture**

Students admitted to the university as architecture majors may apply for admittance to the B.Arch. program in the eighth semester (typically spring of the senior year) of the B.A. program (architecture major). If admitted (and pending successful completion of the semester), they are assigned a Preceptorship with an architectural firm for a one-year period after which they return to Rice to complete the final year of the B.Arch. degree program (two additional semesters).

Degree Requirements for a B.A. in Architecture

Course	Credits
DESIGN STUDIOS	
<i>48 credit hours, NAAB realms A, B, and C</i>	
Arch 101 Principles of Architecture I	6
Arch 102 Principles of Architecture II	6
Arch 201 Principles of Architecture III	6
Arch 202 Principles of Architecture IV	6
Arch 301 Comprehension I	6
Arch 302 Comprehension II	6
Arch 401 Advanced Topics I	6
Arch 402 Advanced Topics II	6
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HISTORY & THEORY	
<i>15 credit hours, NAAB realm A</i>	
Arch 225 Introduction to Architectural Thinking	3
Arch 345 Foundations in the History and Theory of Architecture I (1450–1850)	3
Arch 346 Foundations in the History and Theory of Architecture II (1850–1950)	3
Arch 352 Foundations in the History and Theory of Architecture III (1950–2000)	3
Arch 403 Degree Project Seminar	3
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TECHNOLOGY	
<i>12 credit hours, NAAB realm B</i>	
Arch 207 Technology I	3
Arch 309 Technology II	3
Arch 314 Technology III	3
Arch 316 Technology IV	3
<hr/>	
Total Major Required Credit Hours	75
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<i>An additional 55 general university credits are required for the B.A. in Architecture degree</i>	+55
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Total credits for degree	130
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Undergraduate

B.Arch. Course Requirements

Please refer to the university's official General Announcements for the complete degree requirements: ga.rice.edu

Degree Requirements for a B.Arch.

In addition to completing the degree requirements for the B.A. in Architecture (see p. 7), students must complete the following courses to earn the B.Arch. degree.

Courses	Credits
DESIGN STUDIOS * <i>20 credit hours, NAAB realms A, B, and C</i>	
Arch 601 Advanced Option Studio	10
Arch 602 Advanced Option Studio	10
PRACTICE <i>33 credit hours, NAAB realm C</i>	
Arch 423/623 Professionalism and Management	3
Arch 500 Preceptorship – Fall	15
Arch 500 Preceptorship – Spring	15
ELECTIVES ** <i>9 credit hours minimum.</i>	
Elective	3
Elective	3
Elective	3
Total credit hours from B.Arch. degree	62
<i>Credit hours from B.A. in Architecture degree</i>	130
Total credits for degree	192

* If students are attending Rice Architecture Paris, they must enroll in ARCH 620 Architectural Problems as their studio course instead of ARCH 601 or ARCH 602.

** Students will substitute a course at the 300 level or above from departmental (ARCH) offerings if they completed ARCH 423 during their first four years of study.

Undergraduate

Grades

Incomplete Grades in a Required Architecture Course

A grade of incomplete can be given in accordance with the regulations of the University General Announcements and typically can be granted when a student fails to complete a course because of verified illness or other circumstances beyond the student's control. The instructor will specify in writing the work to be completed and a deadline for the completion. The student must acknowledge in writing their acceptance of these requirements. These notes should be copied to the relevant director of undergraduate studies or graduate studies.

For an incomplete received in a required architecture course in the fall semester, all remaining work must be completed per the instructions regarding incomplete grades and completion deadlines found on the Office of the Registrar site: ga.rice.edu/undergraduate-students/academic-policies-procedures/grades/#text.

Probationary Status

As per the General Announcements, students are placed on academic probation at the end of any semester through the end of the following semester if (a) their grade point average for that semester is less than 1.67; or (b) their cumulative grade point average is less than 1.67 (this requirement is waived if the grade point average for that semester is at least 2.00). Within the Architecture major, any grade of C+ or lower in a required course places a student on probationary status. Students are expected to address the issues leading to such a grade, otherwise continued study within Architecture may not be allowed. Students on probation (for academic or other disciplinary matters) may not be candidates for, or hold, any elected or appointed office, nor are they allowed to enroll in more than 17 semester hours.

New Students

Incoming students will be assigned advising appointments during orientation week. They will be permitted to register several days before classes begin but should wait until the first week of classes to finalize their schedule.

Orientation

An introductory meeting and discussion for incoming undergraduate students will be held during orientation week, followed by the All-School Meeting on the first day of classes. All students must attend the All-School Meeting on the first day of class.

Advising

The director of undergraduate studies, who also serves as a divisional and departmental advisor, advises students regarding their major requirements and progress in the program. Studio faculty are also available to give academic and professional advice throughout the course of studies. The university Office of Academic Advising (oaa.rice.edu) offers many valuable resources and services to all students.

Approval to continue the B.A. in Architecture program

Each student, upon completion of the spring of the second year of architectural study, will be assessed by a faculty committee consisting of the director of undergraduate studies, instructors from the student's first two years, and others as necessary, to determine whether their academic performance merits continued enrollment in the B.A. in Architecture program. The committee's recommendations are forwarded to the dean and subsequently submitted to the Office of the Registrar. Students are informed of the decision by a letter sent via email. Students may appeal decisions to the dean of the School of Architecture.

In early March of their second year, students will receive an email explaining how to complete the Declaration of Major and the date by which it must be submitted to the undergraduate administrator. Students will submit a portfolio of their studio work (including ARCH 101, 102, 201, and 202) by midnight the final day of exams. Students are notified if they have been

approved within six weeks following the deadline for submittal of spring semester grades. Students approved for the major continue in the B.A. sequence and complete any remaining university graduation requirements. Any students who are not approved should meet with the director of undergraduate studies and the Office of Academic Advising to develop alternative academic plans.

Approval for the major is based on an examination of each student's academic performance, demonstrated aptitude, and assessment of whether the student is on track for advanced study at the B.Arch. level. While grades are not the exclusive criteria for the decision, Rice Architecture expects a minimum 3.0 GPA within the required courses for the major, no more than one studio course grade in the C range and no more than three grades in the C range in all courses required for the major. Three grades in the C range in required courses will automatically make a student ineligible for further pursuit of the major. These minimum criteria for consideration of approval are neither exclusive of additional factors nor sufficient in themselves for approval. Examples of additional criteria include (but are not limited to): behavioral and judicial concerns; repeated written warnings and/or concerns from instructors; and progress and performance in degree requirements outside the major.

In exceptional circumstances the committee may recommend the approval for the major be deferred to the end of the fifth semester of architectural study. In these cases, a letter will be emailed to the student delineating the expectations and conditions of deferment, and the committee will meet again at the end of the semester to decide on whether to approve the major.

Application to the B.Arch. Program

The B.Arch. degree requires the successful completion of the B.A. in Architecture at Rice, completion of the two-semester Preceptorship, completion of two advanced option studios, a professional practice seminar, and three approved elective lecture or seminar courses. Preliminary admittance is offered early in the spring semester of the senior year, contingent upon satisfactory completion of remaining course work. Admission is dependent upon satisfactory academic performance, demonstrated aptitude, and preparation for

the Preceptorship and the advanced course work of the final year. Grades are not the exclusive criteria for admission; however, the school expects a minimum 3.0 GPA within the required courses for the major, no grades in the C range during the last two years of studio courses, and no more than two grades total in the C range in other required courses. Additional considerations may include (but are not limited to): responsibilities and expectations regarding Preceptorship work, behavioral and judicial concerns, repeated written warnings and/or concerns from instructors, and progress and performance in degree requirements outside the major.

Students in their fourth year of architecture study who wish to pursue the B.Arch. and Preceptorship must apply by completing the required application forms and a comprehensive portfolio by noon on the spring semester's first day of classes. In addition, students must follow all rules and procedures regarding Preceptorship assignments, including attending meetings in the fall and spring. Each applicant will be notified by email of their provisional status of admission by mid-term of the spring semester, with final admittance upon satisfactory completion of course work, remaining graduation requirements, and Preceptorship assignment. In some circumstances, additional stipulations may be noted at the time of provisional admission. Any students who are not admitted into the B.Arch. program may graduate with a B.A. in Architecture upon successful completion of all major and University requirements. Such students should meet with the director of undergraduate studies for advising.

In some exceptional academic circumstances, a student may be allowed to continue on to Preceptorship without graduating with the B.A. degree so long as that student has completed all university graduation requirements and major requirements for the B.A. in Architecture. Any remaining work for the B.A. degree must be completed in the final year of the B.Arch. and will be in addition to the requirements for the B.Arch.

Application to Rice Architecture Paris

The option of spending a semester, fall or spring, in Paris, is open to returning fifth-year students and advanced graduate students. Applications for either semester of the following academic year are due by the fifteenth of February. Decisions are made by a faculty committee, chaired by the director

of external programs, and are announced by the last day of March. Information sessions on the program are held each semester. For more information contact, John Casbarian, the director of external programs.

Leave of absence during B.A. (first four years of program)

Leaves of absence from the architecture program will be granted only in special circumstances, typically for health-related or other issues beyond a student's control. Requests for a leave must be made in writing to the director of undergraduate studies as soon as the need arises. The decision to grant a leave from the architecture program will be made by the director of undergraduate studies in consultation with the dean of architecture and other relevant parties, such as the university's dean of undergraduates. Students who do not follow these procedures or who take a leave without permission will be considered to have resigned from the program and must reapply to return.

If the student also requests leave from the university, they should follow all policies and procedures as listed in the General Announcements and contact the Office of the Dean of Undergraduates. International students should also contact OISS. Note that permission for a leave from the architecture program and from the university in general are distinct determinations. Therefore students applying for a leave from the university must additionally apply to Rice Architecture for a leave from the program. In all cases, students are responsible for ensuring that they complete and turn in required materials by the specified deadline.

Leave of absence during B.Arch./Preceptorship (last two years of program)

In accepting a Preceptorship assignment, each student commits to return the semester immediately following the Preceptorship year. Therefore, requests for a leave of absence between the end of fourth year and the start of the assigned Preceptorship or between the Preceptorship and the final year of coursework will be granted only under the most extraordinary of circumstances. Such requests need to detail a condition or situation beyond a student's control or ability to foresee that makes it impossible to satisfactorily complete the program in the prescribed time frame. Additional work experience, of any nature, is not acceptable grounds for requesting a

leave of absence. If a student anticipates any reason that they may not be able to complete the two-year sequence as stipulated, the student must notify the director of external programs and the director of undergraduate studies in writing prior to the assignment of the Preceptorship. B.Arch. students requesting a leave from the program must additionally request a leave from the university. Permission for a leave from the architecture program and from the university in general are distinct determinations. Therefore students applying for a leave from the B. Arch. program must additionally apply to the director of undergraduate studies for a leave from the university.

A detailed letter describing the grounds for requesting such a leave should be sent to the director of undergraduate studies and the director of external programs. Additional information such as a medical report from the student's attending physician may be required by Rice Architecture. The determination to grant or deny the leave request is made by the director of undergraduate studies, the director of external programs, and the dean of Rice Architecture. Students who do not follow these procedures or who take a leave without permission of the school will be considered to have resigned from the B.Arch. program and must reapply to Rice Architecture to return.

Registration

Detailed information and links can be found at: registrar.rice.edu/students/registration.

- Select your courses from the online catalog.
- Check the schedule to see when you can begin registering for classes.
- Reaffirm your commitment to the Honor Code.
- Verify that there are no holds on your account.
- Register within the first week of registration to avoid a late fee.

Registration for an architecture elective does not guarantee a spot on the final roster of the course. The first week of classes is a "shopping" period for courses, during which you can attend classes that are of interest to you and decide which courses you wish to take. If the number of interested students exceeds the enrollment cap, the instructor will determine the final roster.

Transcripts

Official transcripts can be obtained from the Office of the Registrar: registrar.rice.edu/students/transcripts. Unofficial transcripts can be printed via esther.rice.edu.

Academic Suspension and Judicial Discipline

All Rice Architecture undergraduates are governed at all times by Rice's Student Code of Conduct, by the regulations outlined in the student handbook, and by the disciplinary processes detailed by the Dean of Undergraduates Office and available at students.rice.edu/students/Student_Handbook1.asp. Regulations on academic or behavioral suspension are also listed in the General Announcements at ga.rice.edu.

Graduation Procedures

Detailed information and links can be found at registrar.rice.edu/students/grad_prep.

Students who have met all requirements for their degree program must do the following before October 30 of the fall before their intended graduation:

- Check in with their advisor and file a degree audit.
- Review your Degree Works audit through the Office of the Registrar or the link above.

Graduate Programs of Study ¹³

Course Requirements ¹³

Thesis Requirements ¹⁵

Grades ¹⁵

Student Guidelines ¹⁶

Research and Teaching Assistantships ¹⁹

Master's Degree & Graduation Procedures ¹⁹

Students have three program options at the master's degree level: two for the M.Arch. and one for the M.S. in Architecture.

Option 1: seven-semester M.Arch. program

Offered to individuals who hold a four-year undergraduate degree with a major in a field other than architecture or a major in architecture with fewer than four semesters of architectural design studio. To graduate, students in this program must complete, in addition to six semesters of design studios, a curriculum of 44 credit hours, plus 27 credit hours of free electives, including a design thesis (or, in select cases, an additional design studio and elective) for a total of 131 credits.

Option 2: five-semester M.Arch. program

Offered to individuals who hold a four-year undergraduate degree with a major in architecture. To graduate, students in this program must complete, in addition to four semesters of design studios, a curriculum of 41 credit hours, plus 12 credit hours of free electives, including a design thesis (or, in select cases, an additional design studio and elective) for a total of 93 credits.

Option 3: three-semester M.S. in Architecture program

Present Future is a concentrated course of study culminating in a Master of Science in Architecture degree. The program is structured around a three-semester-long exploration of a topic led by a Rice Architecture faculty member. Subjects are of contemporary importance and are framed by a 3-credit seminar the first term, a 12-credit collective thesis in the second term, and a concluding seminar in the third semester.

In addition to free electives, each semester includes additional required credits that are appropriate to the selected topic, bringing the total credit hours to 39. The program's student body includes those with backgrounds in architecture and other fields. Individuals with a B.A., B.S. equivalent, or more advanced degrees in architecture or other disciplines are invited to apply. Coursework includes offerings from Rice Architecture and other departments across Rice University.

Please refer to the university's official General Announcements for the complete degree requirements: ga.rice.edu

Degree Requirements for M.Arch., Option 1

Courses	Credits
DESIGN STUDIOS	
Arch 501 Core Studio I	10
Arch 502 Core Studio II	10
Arch 503 Comprehension I	10
Arch 504 Comprehension II	10
Arch 601 Advanced Option Studio	10
Arch 602 Advanced Option Studio	10
HISTORY & THEORY	
Arch 525 Introduction to Architectural Thinking	3
Arch 645 Foundations in the History and Theory of Architecture I (1450–1850)	3
Arch 646 Foundations in the History and Theory of Architecture II (1850–1950)	3
Arch 652 Foundations in the History and Theory of Architecture III (1950–2000)	3
Arch 655 Contemporary Practices in Architecture	3
TECHNOLOGY	
Arch 507 Technology I	3
Arch 509 Technology II	3
Arch 514 Technology III	3
Arch 516 Technology IV	3
PRACTICE	
Arch 623 Professionalism and Management	3
THESIS	
Arch 701 Thesis Proposal	1
Arch 703 Design Thesis Studio	10
Arch 729 Thesis Written Document	3
ELECTIVES	
27 hours of free electives	27
Total Rice Architecture credit hours	131

Graduate

Option 2 Course Requirements

Please refer to the university's official General Announcements for the complete degree requirements: ga.rice.edu

Degree Requirements for M.Arch., Option 2

Courses	Credits
DESIGN STUDIOS	
Arch 503 Comprehension I	10
Arch 504 Comprehension II	10
Arch 601 Advanced Option Studio	10
Arch 602 Advanced Option Studio	10
HISTORY & THEORY	
Arch 525 Introduction to Architectural Thinking	3
Arch 655 Contemporary Practices in Architecture	3
<i>Two out of three of the following:</i>	6
Arch 645 Foundations in the History and Theory of Architecture I (1450–1850)	(3)
Arch 646 Foundations in the History and Theory of Architecture II (1850–1950)	(3)
Arch 652 Foundations in the History and Theory of Architecture III (1950–2000)	(3)
TECHNOLOGY*	
Arch 507 Technology I	3
Arch 509 Technology II	3
Arch 514 Technology III	3
Arch 516 Technology IV	3
PRACTICE	
Arch 623 Professionalism and Management	3
THESIS	
Arch 701 Thesis Proposal	1
Arch 703 Design Thesis Studio	10
Arch 729 Thesis Written Document	3
ELECTIVES	
12 hours of free electives	12
Total credit hours	93

Graduate

Option 3 Course Requirements

Please refer to the university's official General Announcements for the complete degree requirements: ga.rice.edu

Degree Requirements for M.S. in Architecture, Option 3

Courses	Credits
DESIGN STUDIOS	
Arch 602 Advanced Option Studio	12
HISTORY & THEORY	
Arch 651 Present Future Seminar	3
Arch 751 Present Future II	3
ELECTIVES	
21 hours of free electives	21
Total credit hours	39

* Students who have previously taken equivalent courses may substitute electives with permission from the director of graduate studies.

In their penultimate semester, all Master of Architecture students take a pre-thesis seminar in which they articulate an ambition and envision its architectural specificity. While some students choose to do an additional studio in their final semester at Rice, the students accepted to undertake an independent thesis hone their proposals and evolve their design projects under the guidance of an individual faculty director. In early January, the thesis projects are reviewed by a panel of eminent jurors in a public forum that engages the entire school. Rice Architecture thus starts each new year with a collection of new visions.

To remain in good standing with the university, a graduate student must maintain an overall GPA of 2.67 (B-). In Rice Architecture, a student must maintain a 3.33 (B+) average to retain financial aid. Internally, students must maintain a minimum GPA of 3.0 in architecture-required coursework, with no course grades below a B- (2.67). If a student's GPA falls below 2.33 for any one term or if the student's overall GPA falls below 2.67, the student will be placed on probation for the following fall or spring semester. If, at the end of the probationary semester, the student GPA is still below the minimum threshold, the student will be asked to withdraw from Rice Architecture and the university. This minimum standard applies to individual required courses as well. A required course cannot be counted toward graduation if the grade falls below B- (2.67).

Rice Architecture faculty regularly monitor each student's course progress throughout the semester and are required to notify the student and the director of graduate studies in writing if the student's performance falls below a course's minimum requirements. The director of graduate studies will meet with students who fail to achieve satisfactory progress in the program to determine a plan for improvement.

Incomplete Grades in a Required Architecture Course

A grade of incomplete can be given only in accordance with the regulations of the University General Announcements and typically can be granted only when a student fails to complete a course because of verified illness or other circumstances beyond the student's control. The professor should specify in writing the work to be completed and determine a deadline for the completion of all work. The student must acknowledge in writing their understanding of these requirements. These notes should be copied to the director of graduate studies. For an incomplete received in a required architecture course in the fall semester, all remaining work must be completed by 5 p.m. on the Friday before the first week of the spring semester. For an incomplete received for a required architecture course in the spring semester, all remaining work must be completed by 5 p.m. on the Friday five weeks following the final week of classes. Earlier due dates can be specified at the discretion of the instructor.

New Students

New students are required to arrive the week before classes begin for orientations, advising, and course selection. Registration several days before classes begin, but students should wait until the first week of classes to finalize their schedule. Students are encouraged to attend all elective courses of interest during the first week of classes. Given the limited size of certain courses, instructor approval may be required for final registration. Please refer to the Office of Graduate and Postdoctoral Studies' website for important information regarding mandatory university orientation and a new-student checklist: graduate.rice.edu/admissions/after-admission.

All students must attend the All-School Meeting on the first day of class.

Advising

Each graduate student's academic progress is documented and tracked by the graduate administrator and by the director of graduate studies. New graduate students must meet with the director of graduate studies for advising during the week before classes begin. The graduate administrator will contact you regarding a meeting time. All continuing graduate students are responsible for scheduling an annual advising appointment with the Rice Architecture graduate administrator and graduate director during the first week of classes each academic year. During this meeting you will be able to review your program requirements, ensure that adequate progress has been made toward the degree, and discuss course registration for the upcoming academic year. The annual advising meeting provides an opportunity for every student to review their academic progress at least once per year, but all students are welcome to set up an appointment to review degree requirements at any time.

Registration

Detailed information and links can be found at registrar.rice.edu/students/registration. If you are eligible to register for an option studio, please attend the options studio presentations after the All-School Meeting on the first day of classes. Students will submit their preferences, and studio assignments will be posted shortly thereafter. The selection process will take into consideration each student's previous studio assignments. Other student assignments are posted shortly before classes start. For all other courses, register through Esther (esther.rice.edu).

Registration for architecture electives does not guarantee a spot on the final roster of the course. The first week of classes is a "shopping" period for courses, during which you can attend classes that are of interest to you and decide which courses you wish to take. If the number of interested students exceeds the enrollment cap, the instructor will determine the final roster.

Course Waivers

Occasionally, at the discretion of the director of graduate studies, certain required courses can be waived if a similar course has been successfully completed at another institution. Design studios and many other architecture classes do not fall into this category and must be completed within Rice Architecture to be applied toward your degree. Students wishing to waive a course should complete a waiver form and submit it to the director of graduate studies and graduate administrator for approval at least two weeks prior to the first day of classes. The waiver must be accompanied by an official transcript and a course syllabus. If approved, students will be informed in writing one week prior to the first day of classes.

Independent Study

With advanced approval, students can register for an independent study for up to three credit hours. A proposal must be developed and a faculty member agree to act as an advisor/instructor prior to registration, as indicated below.

Credit Guidelines

- Three credit hours: Course workload should be equivalent to a 3-hour seminar. Faculty/student contact should be a minimum of ten hour-long meetings during the semester. The student must be reasonably prepared for each meeting and preparation for each meeting, and the student must produce a final project. The final project can be a paper, a design project, or an exam.
- Two credit hours: Course workload should be equivalent to a 2-hour seminar. The student must have at least eight hour-long meetings plus produce a final project.
- One credit hour: Course workload should be equivalent to a 1-hour seminar. The student must have at least five hour-long meetings plus produce a final project.

The final projects for two credits or one credit will be of the same type as that for three credits, only of a reduced scope.

An independent study information form and course proposal must be completed, approved, and signed by the faculty member involved, approved by the director of graduate studies, and turned in to the graduate administrator before a student can register. Please note: this form must be submitted no later than 5 p.m. on the first day of classes. Graduate students are advised to plan ahead and solicit feedback and approval at least two weeks prior to the beginning of classes. Contact the graduate administrator for the independent study form.

Application to Rice Architecture Paris

The option of spending a semester, fall or spring, in Paris, is open to returning fifth-year students and graduate students in their final year before thesis, including those opting out of thesis to take studio. Applications for either semester of the following academic year are due by the fifteenth of February. Decisions are made by a faculty committee, chaired by the director of external programs, and are announced by the last day of March. Information sessions on the program are held each semester. For more information, contact John Casbarian, the director of external programs.⁶

Financial Aid

Some admitted students are awarded tuition waivers and/or stipends. Continuing financial aid is dependent on satisfactory academic performance as defined by Rice Architecture. A cumulative GPA of less than 3.33 (B+) can result in the reduction or loss of financial aid.

Leave of Absence, Medical Leave, and Voluntary Withdrawal

Graduate students observe the holiday schedule posted by Rice University. Active participation in academic activities is required. Absences other than medical and family emergencies must be approved by the student's faculty in advance. Notification of medical or family emergencies must be received in as timely a manner as possible, depending upon the specific situation. Unapproved absences from required academic activities for two consecutive weeks could result in termination of financial support and enrollment in the program.

Students in good standing may request a leave of absence from the university for one year. That leave is granted by the Office of Graduate and Postdoctoral Studies and must be approved by the director of graduate studies at Rice Architecture. This form of leave is typically granted to students for personal reasons or to pursue extraordinary educational opportunities and not for the sole purpose of working in an architectural office or to students who are underperforming academically.

Short-term medical and parental leave may be granted if a graduate student cannot fulfill the duties of their appointment due to a medical emergency or the adoption or birth of a child. This form of leave is usually limited to a maximum of six weeks. Practically speaking, because of the nature of design studio, architecture students would be granted a one semester leave. Complete guidelines for obtaining this form of leave are available at graduate.rice.edu/leaves.

Students needing to leave the university for longer periods of time or students who decide to take time off to address academic problems must voluntarily withdraw from the university. Any student who has withdrawn must reapply for admission to the University and be approved by the director of graduate studies and the university Office of Graduate and

Student Guidelines (cont'd)

Postdoctoral Studies. Because the student has terminated their relationship with the university, original offers of advanced standing and financial aid are no longer in force.

Master's degree students are required to complete their program, including thesis, within five years of their initial enrollment. Students have a limit of six additional months from the date of their defense to submit their theses to the Office of Graduate and Postdoctoral Studies. These university-enforced enrollment time limits include any period in which the student was not enrolled or enrolled part-time, including any time taken as an approved leave of absence.

Transcripts

Official transcripts can be obtained from the Office of the Registrar: registrar.rice.edu/students/transcripts. Unofficial transcripts can be printed via esther.rice.edu.

Petitions, Appeals, Grievances

The two most common grounds for dismissal of a graduate student are inadequate academic progress, and a disciplinary violation resulting in a university sanction. Guidelines have been adopted to assure fairness in problem resolution for graduate students at Rice University. The first goal is to comply with Rice's policies while striving to uphold standards and raise the quality of graduate programs. The second goal is to provide graduate students with an environment that has high standards, clear assessments of their achievements, and fair and transparent procedures for handling cases of inadequate academic progress. The guidelines are available at graduate.rice.edu/discipline.

International Student Visas, CPT, and OPT

International students must maintain an F1 visa in good standing to study at Rice University. Practical guidance for International students is available through OISS (Office of International Studies and Students, oiss.rice.edu) at Rice. International students are encouraged to contact this office for questions regarding student visas and related matters. Visa laws and procedures are strictly enforced by the U.S. Department of Homeland Security, and the university must operate within those guidelines. International students are granted F1 visas to study in the United States. The F1 visa is good for the official

length of time of the program of study, as long as the student is attending full time. Students are expected to complete their studies by the expiration date shown on their I20 form.

The lengths of the three programs (Option 1, Option 2, and Option 3) are seven, five, and three semesters respectively. Normally these programs finish after the fall semester. Typically, international students then have approximately 60 days before their visas expire.

Students with F1 visas are eligible to apply for two work-related programs: CPT (Curricular Practical Training) and OPT (Optional Practical Training). CPT allows students to gain employment training and to work in paid internship positions as part of an off-campus component of their academic program. Students cannot work full time while attending school, so CPT and OPT commonly take place during the summer break. To qualify for the program, students must provide employer verification of a position (e.g., a letter); enroll in ARCH 711 (Special Projects) for the employment period (e.g, summer break); and submit the course instructor verification memo to OISS.

Students can also apply to work through the OPT Program for up to three years after completion of their academic program. Students can apply for this program before they have a specific job offer. Tutorials on the application for both CPT and OPT, as well as on line forms, are available at the OISS website: oiss.rice.edu.

Students who are finishing their year of OPT or have graduated can continue to work indefinitely with an H1B work visa. The employer must petition for the H1B visa. The petition can be made only during the month of April, and the number of visas granted each year is capped. Any individual can apply for permanent residency (i.e., a green card) at any time; however, the requirements are much more stringent and involve much more processing time and additional fees.

Graduate students who receive financial aid and tuition support from Rice Architecture are required to participate in school service through a graduate assistant (GA) assignment. Each semester, students work directly with an assigned faculty member to support a range of research and teaching endeavors. In an effort to make equitable and productive assignments, the director of graduate studies solicits feedback from students and faculty each academic year regarding their respective interests, preferences, and requirements. GA service terms begin one week prior to the beginning of classes each semester and end two weeks after the last day of classes, or the last day of the semester (whichever comes first). Service obligations are not required during scheduled university breaks within or between semesters. Students are advised to keep track of their individually assigned hours and to make arrangements ahead of time with faculty or staff if their academic coursework conflicts with service obligations.

A limited number of teaching assistant service positions are available each semester to support faculty with the core history/theory and technology courses. Graduate students who have completed the core course sequence are eligible to apply for these positions. Final selections will be decided by the teaching faculty and the director of graduate studies based on the student's past performance in these specific courses. Graduate students who are selected will have the option to declare the teaching support as their GA assignment, to receive financial compensation, or to receive three course credit hours.

Students in their final (thesis or non-thesis) semester are also not required to participate in school service.

Candidacy and Thesis Submittal

The guidelines for thesis submittal are available online: graduate.rice.edu/thesis. Students should refer to these guidelines carefully and frequently. The graduate administrator will distribute the Certification for Approval of Candidacy form, which is to be submitted to the Office of Graduate and Postdoctoral Studies on or before noon of September 29.

After your thesis oral defense your master's candidacy approval form must be signed by the committee and then submitted to the graduate administrator, who will send a copy to the Office of Graduate and Postdoctoral Studies, indicating that requirements have been met and the thesis has successfully been defended. If the thesis is submitted on or before April 19, the registrar's and cashier's office are notified, and the student's status is duly updated to note they have met the requirements to graduate in May.

The deadline for submission of the thesis to the Office of Graduate and Postdoctoral Studies is April 19 for architecture students.

Candidacy for Non-Thesis Master's Degree Students

Students may petition to opt out of the design thesis studio, and instead enroll in one option studio and one additional course. Because the thesis studio is a 13-credit-hour course, the student must take a 3-hour course in addition to a 10-hour advanced option studio to meet the hours needed for graduation. All students are required to take the Arch 701 Thesis Proposal, even if they plan to opt out of the design thesis. Failure to successfully pass Thesis Proposal means that the student must take an additional 1-hour course in to fulfill degree requirements.

Commencement

The Office of the President sends the graduation schedule and information to each student in mid-March of their final year.

Rice Architecture Policies

Introduction ²¹

Staying Connected ²¹

Living Together in

Anderson Hall ²²

Pencils Down + Archiving ²⁴

NAAB, NCARB, INP &

NAAB Accreditation ²⁴

Anderson Hall ²⁵

Fabrication & Shop ²⁶

Smoking & Alcohol ²⁷

Title IX ²⁹

After Hours Shuttle ²⁹

Emergency Information ³⁰

Rice Architecture promotes an environment of optimism, respect, sharing, engagement, and innovation through adherence to the following policies. In addition to complying with the policies included in this student handbook, students must also comply with Rice University's General Announcements (ga.rice.edu) and Code of Conduct (students.rice.edu/students/Conduct.asp). When in doubt, students should seek help first at the school level (administrators, program directors, advisor, and/or dean) and subsequently at the central administration level (Office of Graduate and Postdoctoral Studies).

School Philosophy on Studio Culture

Rice Architecture is an architecture school in which design activity is the central concern of students and faculty. We believe that the design studio is the principle learning environment for architecture, as it represents a unique educational context in which students can synthesize the practical, aesthetic, cultural, and theoretical concerns integral to architectural design. Studio culture comprises two primary relationships (faculty-student and peer-to-peer) and two key educational activities (studio assignments and evaluation procedures). Rice Architecture believes that it is paramount for the studio to be characterized by a positive culture of learning and hopes to encourage this positive culture by providing guidelines for behavior in the key relationships and activities of the studio.

It is crucial that students take responsibility for keeping themselves informed about the requirements and opportunities at Rice Architecture. All students are provided with mailboxes and are responsible for checking both their physical mailbox and their Rice email account for important information from faculty, staff, and peers.

Rice email is Rice Architecture's primary means of communication.

archmail@mailman.rice.edu

emails all students, faculty, and staff in Anderson Hall

archi-mail@mailman.rice.edu

emails all architecture students

Faculty-Student Relationships

The faculty-student relationship holds particular importance in studio-based education. Faculty members are relied upon to act as resourceful mentors who help students to cultivate crucial architectural skills, including the ability to think critically, solve problems, and use broader design knowledge in developing individual projects. A productive student-faculty relationship will be characterized by the following.

Mutual Respect: Faculty and students should treat one another with professional courtesy. Constructive criticism and disagreements are a desirable part of the architectural education, as it is often through critique and dissent that students begin to develop their positions as designers. However, maintaining civility in such interactions is crucial to their positive impact and purpose.

Attentiveness and Responsiveness: Both students and faculty members are expected to be in studio for the full duration of designated course times, unless otherwise specified. Faculty members are expected to meet with students consistently throughout the semester in “desk critiques,” one-on-one meetings, as informal pin-ups, and formal reviews that include outside jury members. Open communication and careful listening are key to productive studio relationships and should be practiced by both parties. Faculty members should remain fully engaged and invested in the development of each student’s project throughout the semester, and students should reciprocate this engagement in the development of their own work.

Encouragement: Students should feel supported by faculty members in the studio. Criticism is a welcome and crucial component of the educational process, but it must take a constructive form, helping students to better meet their design goals rather than diminish self-confidence.

Peer-to-Peer Relationships

Collaborative learning and the exchange of ideas among students are crucial components to innovation and engagement in studio work. Moreover, students’ current peers will become future colleagues and collaborators, as an academic partnership established in school can grow into a lifelong professional or intellectual alliance. Mutual respect is foundational to the

success of student relationships in the studio. Additionally, the following practices and organizations are encouraged to support peer-to-peer learning and engagement.

Collaborative Work: Rice Architecture encourages collaborative learning in the studio through design partnerships and collective research, as implemented at the discretion of studio professors. We welcome and encourage studio projects undertaken by teams of students rather than individuals when appropriate, as well as a studio’s efforts to collectively amass a database of research at the beginning of the semester to be used freely by individual students. The process of collaboration is crucial both to forming an open, optimistic, and engaging studio ethos and to preparing students for the rewards and challenges of teamwork in their future architectural practices.

Student Organizations

Rice Architecture Society (aka Society): Society is a student-run organization, whose mission is to foster a vigorous dialogue among graduate students, undergraduate students, faculty, and the general campus. By facilitating communication among these groups and organizing activities, Society acts as the glue that helps to maintain the various constituents of the school in a productive balance.

Society organizes a broad range of events spanning from the educational to the social. The student-taught workshop series, which includes sessions as varied as CV writing and 3D printing, allows students with specific knowledge sets to their expertise with peers. Regular open studios allow students to engage one another’s work outside their more formal reviews, to present research material, share travel stories, and discuss projects. Society also hosts two annual parties for the entire Rice student body: Architectonica in the fall and ArchiArts in the spring. In addition to these events, Society produces a student directory, curates student work, organizes conversations with the dean, and holds student-led charrette competitions.

The 2023-24 Society team is:

President: Valerie Elizondo

Undergraduate Vice Presidents: Joshua Chiang and John Curylo

Graduate Vice Presidents: Samed Kaya and Andy Entis
Secretary/Treasurer: Mark Lichtenberger

Cruise Directors: Tori Carniero Zhu, Isabela Canavati, Ali Kazmaz

Curators: Alice Bian, Anwuli Chukwumah, Aiden Li
Mentorship Coordinators: Nikola Kolarov, Stuti Mehta, Amber Wang

Associate Mentorship Coordinators: Jessica Shi, Faith Chen, Sofiya Babirenko

Recess Coordinator: Grace Andrews

Sustainability Representatives: Abby Chen, Abigail Jablon, Anadaysi Lopez, Sarai Huaman

Traditions Heads: Mark Lichtenberger, Roxanna Mendez, Anadaysi Lopez

Archi Market Coordinators: Valerie Elizondo, Ekene Emenike, Jackie AGuilar, Neha Nayar

Wellbeing Directors: Janri Aquipel and Jackie Aguilar

Wellbeing Representatives: Daniela Serna and Millie Peacock

Other student-led organizations include:

Architecture Graduate Student Organization (AGSA)

NOMAS (see p. 3)

Anti-Racism Collective (ARC)

Evaluation Procedures

Throughout a given semester, desk critiques, pin-ups, and reviews present crucial junctures for students to assess and reformulate their goals in the design process. The productivity and success of these reviews is to be encouraged through the following practices.

Constructive Criticism and Professional Courtesy: Reviews and pin-ups should be characterized by respect and professional courtesy. This extends to the comments and behavior of outside jurors as well as faculty members and students. It is crucial for jurors to remember that reviews are a time of stress and anxiety for students. Criticism should be constructive and respectful.

Attendance and Participation: Students are expected to attend and participate in all required pin-ups and reviews and, barring exceptional circumstances, to remain present for the full duration of the review. In rare cases, professors may find a student's progress insufficient to merit participation in a review. If a student feels they have been unfairly excluded from a review or pin-up, they should bring the matter to the attention of the dean, who will assess the situation fairly.

Studio Assignments

Rice Architecture maintains that the studio workload assigned by faculty should be in keeping with reasonable expectations for the amount and quality of student work to be produced by the particular group of students, given their skill level, competence, and available time in light of university course requirements. Student work should in turn meet these reasonable expectations for quality and productivity. While challenging assignments are vital to architectural education, assignments with impossible expectations should be avoided.

Studio Travel

Students should check their studio syllabus at the beginning of each semester to determine whether their class will be traveling during spring or fall recess and plan personal commitments accordingly. Students are responsible to make sure that their passports are up to date. If the country to be visited requires a visa, your instructor must be informed as soon as possible. The school covers the cost of flights, lodging, and ground transportation. Students are responsible for meals and other miscellaneous costs on the trip.

Students who cannot travel for whatever reason must notify their instructor immediately. If airfare and lodging have already been purchased and is not refundable, the student will still be responsible for paying their portion of the trip's cost.

Pencils Down / Plotting Up

The Monday of jury week is designated as “Pencils Down.” At 5 p.m. on that Monday, all students must cease all studio work until after reviews, scheduled throughout the week. This means that no additional work on any drawings or models is allowed. This policy falls under the university Honor Code to ensure equity for all students. It allows students to be well rested for final juries, improving their ability to participate in conversations about their own project and those of their peers. All printed material must be exported to a PDF and uploaded to the studio instructor by the 5 p.m. deadline. The PDF must reflect the exact contents the student will present at the final review. Plotting is scheduled by studio. After 5 p.m. on Pencils Down, each studio is allowed to plot boards only during their designated time slot. (See the plotting guidelines under “Resources” at the end of this handbook for best practices and tips.) Students will be reminded of this procedure shortly before Pencils Down every semester.

Rice Architecture is obligated to keep an archive of all student projects done in studios for NAAB, for publications, and for its website. Students must submit studio documentation to complete their coursework and receive a grade. The guidelines are emailed and posted outside each studio prior to charrette.

In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards. Doctor of Architecture and Master of Architecture degree programs may require a preprofessional undergraduate degree in architecture for admission. However, the preprofessional degree is not, by itself, recognized as an accredited degree. Rice Architecture offers the following NAAB-accredited degree programs: B. Arch. (192 undergraduate credits), M. Arch. (preprofessional degree + 42 graduate credits), M. Arch. (non-preprofessional degree + 63 credits). The next accreditation visit for all programs is in spring 2025.

Architect Licensing Advisor

While each registration board sets specific rules and requirements for obtaining licensure, the National Council of Architectural Registration Boards, NCARB, an association of the architectural registration boards of the 50 states, the District of Columbia, and three U.S. territories (Guam, Puerto Rico, and the U.S. Virgin Islands), designs the tools and procedures for jurisdictions to apply to their regulation of the path to licensure. NCARB provides and oversees internship guidelines, the licensing examination ARE, and certification for reciprocal licensing, in addition to maintaining records for the jurisdictions.

All 54 U.S. jurisdictions have an experience requirement that must be documented and completed before a license may be granted. NCARB’s Intern Development Program (IDP) guides aspiring architects through this process and is the standard accepted means of completing the experience requirement in almost all U.S. jurisdictions.

Rice Architecture's licensing advisor is John Casbarian (jjc@rice.edu), who is able to assist in the following ways:

- Advise students of their eligibility to establish an NCARB record and assist them with the application by completing the process for documenting an IDP eligibility date.
- Serve as the information resource on the required components of licensure (education, experience, and examination) for students and faculty.
- Provide students with the information they need to transition to internship and licensure within the context of state regulatory requirements, reciprocity, and NCARB certification.

We encourage all students to work toward licensure—a significant component of which is the documentation of hours worked at qualifying offices practicing architecture. The following are the qualifying conditions for beginning an IDP record:

- Enrollment in a NAAB/CACB-accredited degree program (B.Arch., M.Arch.).
- Enrollment in a preprofessional architecture degree program at a school that offers a NAAB/CACB-accredited degree program (B.A. in Architectural Studies).

Please visit the NCARB website at ncarb.org and follow the link “Resources for Interns” for more information.

Some of Rice Architecture's most distinct qualities are its small size and the open communal spaces of Anderson Hall. However, these conditions mean that self-awareness is key to maintaining the necessary balance of productivity and presentability.

Shared Spaces

In general, be aware that every public space in Anderson Hall—even corridors—serves many purposes. That all occupants of Anderson Hall abide by the following house rules is therefore crucial:

- Keep noise in hallways and on the bridge to a minimum—be aware that the sounds you make are likely audible in Farish Gallery and Jury Room and may be interrupting a lecture or review.
- Bicycles are **not** to be stored in Anderson, nor should they be locked to handrails. Bike racks are available outside the building.
- Respect the Rice University smoking policy: smoking is permitted only in designated areas. (See the full University Smoking Policy section on p. 27.)
- Seminar and lecture rooms should **not** be used as overflow space for studio work.
- You may keep your studio door propped open during school hours but be sure to close it when you are in your studio after dark or if you are alone in your studio.
- Spray-painting and spray-gluing are not allowed anywhere except for the spray booth in the shop.

Studio Clean-Up

Studios **must be cleaned** by the maintenance department at two points during the year: between fall and spring semesters and over the summer. All furniture will either be kept or discarded each semester at the discretion of Rice Architecture (if it is kept clean and in good shape, it is more likely to stay). Each term has specific clean-up requirements.

Fall/Winter Clean-Up: the deadline will be announced each semester (toward the end of the term).

- Students may keep items in studios as long as they are boxed, labeled, and placed on top of desks. Models need not be boxed but must be labeled. All other items will be removed.
- Appliances may be left in studios but must be cleaned; all electrical devices are to be unplugged.
- All trash is to be placed into trash bins and/or trash bags placed next to trash bins. Please recycle whenever possible.

The fall/winter clean-up requirements do not apply to thesis studios. Thesis students are allowed to expand into other studio spaces after final reviews but are responsible for labeling their work space and cleaning up after themselves. Thesis students are **not** allowed to spill over into nonstudio spaces,.

Spring Clean-Up: the deadline will be announced each semester (toward the end of the term).

- All items must be entirely removed from studios to allow the studios to be completely cleaned and configured for the following year. This includes flat file contents.
- Appliances may be left in studios but must be cleaned (all electrical devices are to be unplugged). All other items left in studios will be removed.

Shop Hours *

10 a.m–10 p.m., Monday – Thursday

10 a.m–6 p.m., Friday

** Hours subject to change; should they change, an update will be posted.*

Shop Guidelines

- No one may use the shop alone or unmonitored.
- Eye protection is required at all times.
- Long hair must be tied back.
- No loose clothing may be worn around machines.
- No open-toe shoes.
- No cell phone or headphone use.
- No one who is tired, hungover, medicated, or grouchy will be allowed to use the shop.
- Do not attempt to operate machinery you do not know how to use.
- Do not prop doors open unless you are moving items in and out of the spaces. Make sure the doors are closed before beginning to work.
- Leave the shop in the same condition (or better than!) you found it: replace tools, remove waste and unused materials, sweep up sawdust.
- Be aware of those around you on machinery.
- Turn off exhaust fans when you are done using them.

Shop Orientation Requirement

All new students are required to complete a woodshop safety and basic information orientation session with the shop manager in which students learn the proper setup and maintenance of the stationary tools and how to do basic fabrication. The orientation covers all tools in the shop, including the table saw, chop saw, bandsaws, and sanders; it also includes instruction on how to operate the laser cutters. Shop orientation sessions will be coordinated studio by studio. As the final step of this orientation, every student **must** sign the shop release. No one who has not completed the full orientation will be allowed to use the shop.

The 3-D printers and 3-D mill require an additional orientation. Please contact Kyle Henricks to arrange training and/or access.

Digital Resource Assistants (DRAs)

The school hires 8–10 students each year who have extensive training and experience in the woodshop and fabrication lab to work evening and weekend shifts. During set hours, they monitor and assist with the technologies found in the fabrication lab and woodshop (digital/analog, hardware/software). Outside set hours, they support students and faculty with instructional activities related to material fabrication and digital representation, providing the occasional workshop or helping to troubleshoot hardware/software.

We encourage you to email DRAs@mailman.rice.edu if you need assistance with any shop/lab equipment or software at any time. This listserv contacts all DRAs (as well as Kyle, Hans, and Andrew) so that the person best able to provide assistance can do so quickly.

Purchasing Materials

Kyle Henricks makes regular runs for materials (plywood, plexi, etc.) that students can purchase. Prices are posted on the shop window, and charges will be applied to your university account in the cashier's office.

Smoking Policy

Rice University is a tobacco-free campus. To provide a healthy and safe environment and to comply with the City of Houston smoking ordinance and the rules of the Cancer Prevention and Research Institute of Texas, all uses of tobacco products are prohibited within or on university property unless such use occurs in one of a limited number of designated areas.

For the full university smoking policy, as well as a list of designated smoking areas, visit: rice.edu/tobacco-free.

Alcohol Policy

Each student is provided a copy of this policy each academic year (which may be done electronically) and is required to acknowledge that they understand the policy and agree to comply with it. Any questions should be directed to Student Judicial Programs (SJP). Please see the complete policy at: students.rice.edu/students/Alcohol_Policy.asp.

General Rules

1. Texas law prohibits persons under age 21 from drinking alcohol and makes it illegal to buy alcohol for, or serve alcohol to, those under 21. Rice will not sell, serve, or provide alcoholic beverages to anyone under 21. Rice adheres to the federal Drug Free Workplace and Drug-Free Schools and Communities Acts.
2. Unless permission is first obtained from (SJP), alcoholic beverages may not be sold, served, provided, given away, or consumed at any event at Rice, sponsored by Rice or Rice organizations where students will be present, or any event that is considered a public function or party under this policy.
3. Organizations sponsoring events (on or off campus) at which alcoholic beverages will be given, sold, served, provided to, or consumed by Rice students must comply with this policy, including taking precautions so that alcohol is not available to or consumed by intoxicated persons or those under age 21. With the exception of events described in (B)(4), SJP requires sponsoring organizations to show written plans for complying with this policy and may require follow-up information about the event.

4. At its discretion, SJP may require any event to be registered; however, events hosted by faculty or staff may not need to be registered with SJP if they meet all of the following criteria: (1) the event is not affiliated with the colleges or a student organization, (2) the event is one at which student attendance is incidental (i.e., gallery exhibitions, speaker series), and (3) the event does not involve substantial levels of student participation or attendance.

5. Amnesty: Student health and safety is a primary concern in cases of possible alcohol intoxication or alcohol-related injury. If a student on campus becomes endangered by alcohol use, students should contact Rice EMS (REMS), the duty of which is to provide medical assistance, not to report violations of policy. In these situations, Rice is most concerned that students who need care receive medical attention. Any student may seek REMS or Rice University Police Department (RUPD) assistance or bring an intoxicated or drug-impaired person to University Health Services. Neither the impaired student nor the student providing assistance will face disciplinary action for the possession, use, or provision of alcohol (see exception below) or the possession or use of other drugs, if the students receiving amnesty complete a mandatory follow-up with their college magister, the dean of undergraduates, or the dean of graduate and postdoctoral studies (or their designees, which may include Rice Counseling Center or Wellness Center). Amnesty does not apply to other prohibited conduct, such as assault, violence, property damage, provision of hard alcohol to persons under 21, or distributing dangerous substances (whether legal or illegal). Failure by a student, organization, or college to call REMS or RUPD when faced with an alcohol-or other drug-related emergency is a serious violation and may be sanctioned with suspension or expulsion. To receive amnesty, a student must initiate a request for assistance before being confronted by Rice for possible alcohol or drug violations. Students may receive amnesty on more than one occasion.

6. Alcohol may not be served to or consumed by undergraduates during Orientation Week (from 2 a.m. Sunday of that week through 12 p.m. on the day upper-class students return). The university may also designate other days during which no alcohol is permitted.

7. As a general matter, no Rice funds or funds collected by Rice may be used by colleges, student organizations, or individual students for procuring alcohol. Colleges and the GSA may, however, use part of their annual per capita monies they receive to support their activities to fund a college or GSA event at which alcohol is served (including purchasing alcohol for the event) provided the event is registered with SJP and complies with this policy.

8. Grain alcohol of any type is prohibited from campus at all times. Other "hard alcohols" are not permitted on campus except in certain situations described in the full alcohol policy. The term "hard alcohol" applies to all alcohol and alcohol-containing beverages except beer, wine, champagne, and premade alcoholic drinks not made from distilled spirits; the alcohol content of beverages not considered hard alcohol must be below 22 percent; distilled spirits of any kind are considered hard alcohol.

Rice encourages any student who has experienced an incident of sexual, relationship, or other interpersonal violence, harassment, or gender discrimination to seek support. Many options are available both on and off campus for all students, regardless of whether the perpetrator was a fellow student, a staff or faculty member, or someone not affiliated with the university.

Students should be aware when seeking support on campus that most University employees are required by Title IX to disclose all incidents of nonconsensual interpersonal behaviors to Title IX professionals on campus who can act to support that student and meet their needs. The therapists at the Rice Counseling Center and the doctors at Student Health Services are confidential, meaning that Rice will not be informed about an incident if a student discloses it to one of these Rice staff members. Rice prioritizes student privacy and safety and shares disclosed information only on a need-to-know basis.

If you are in need of assistance or simply would like to talk to someone, please call the Rice Wellbeing and Counseling Center, which includes Title IX support at (713) 348-3311. Policies, including the Sexual Misconduct Policy and Student Code of Conduct, as well as more information regarding Title IX, can be found at safe.rice.edu.

Rice's comfortable, air-conditioned, lift-equipped buses circle Rice's inner loop and connect the Graduate Apartments, Rice Village Apartments, Texas Medical Center/BRC, Media Center, Rice Stadium, and the Annex Building (which houses the Police Department, Post Office, Delivery Services, the Transportation Department, and Naval OTC) to the rest of the campus. For added safety, a Night Escort service is provided Sunday to Thursday during the school year by the Transportation Department. The service runs from 10 p.m. to 6 a.m. On Friday and Saturday nights the RUPD provides the service on request. The service serves the following locations only: Graduate Apartments, Rice Village Apartments, BRC, Colleges, and buildings on campus. Call (713) 348-6000 or (713) 348-3333 for Night Escort service. You can also download the TransLoc app to track shuttles on their routes or to request services for night escort.

In case of an emergency, dial x6000 from any on-campus phone, (713) 348-6000 from any cellular phone, or pick up any blue-light emergency phone. If you are off campus and need emergency assistance, dial 911 to contact the local fire/EMS department.

What to do when you call x6000

Dialing 6000 will connect you to the RUPD dispatch desk. The dispatcher will answer the phone.

State the exact location of the emergency

EMS can respond to your emergency much faster when they have your exact location. Please be as precise as possible. For example, saying you are in Fondren Library will get them to the front door, but they will need to search floor by floor to find you. Telling the dispatcher that you are, for example, on the fourth floor of Fondren Library near call number DA89 is preferred, as it tells them which floor you are on and where you are on that floor. If possible, also have someone waiting outside your building to help direct Rice EMS to the scene.

Give a brief but adequate description of the emergency

This is extremely important. If you call the police to say that your friend's hand is bleeding but fail to mention that your friend is bleeding from a gunshot wound, EMS will not be prepared for your emergency when they arrive on scene. Give EMS information in the order of its priority. And be sure to give some indication of the severity of the problem. Saying someone is "bleeding" isn't enough, as you could be describing a paper cut or an amputation. If the emergency is medical (nausea, chest pain, dizziness), as rather than trauma (car accident, twisted ankle), it may be important to give the age of the patient.

The most important thing to remember is that you hang up last. Never hang up before the dispatcher does. The dispatch officer may need to ask you other questions, depending on the nature of the emergency. Please remember EMS will best serve you if you give them accurate information and stay calm. The more you help EMS, the faster they can help you.

What to do before Rice EMS arrives

- Give first aid. If you or someone else on scene has first aid training, try to help the patient. However, you should never attempt to do anything that you have not been trained to do or that you feel uncomfortable doing.
- Send someone to meet the EMTs if you are inside a building or somewhere that is not easily visible from a roadway. If you are the only person on scene, do not leave the patient unless the dispatcher tells you to do so or you are in danger.
- Leave the scene if it is unsafe.
- Remain calm.

I know someone in need of support. What do I do?

Do they need immediate medical or psychiatric attention, or do you feel threatened or believe that anyone may be in danger?

Yes	No, but they need help	No, but they'd like to talk
<p>Trust your gut. Call for help.</p> <p>RUPD/Rice EMS (713) 348-6000 (24/7)</p> <p>Wellbeing and Counseling Center (713) 348-3311 (24/7) If the situation is urgent but not life threatening</p> <p>Also contact the student's College magister</p>	<p>Resources include:</p> <p>Wellbeing and Counseling Center (713) 348-3311 (24/7) For support through personal or academic issues, including sexual misconduct or other traumas</p> <p>Student Health Services (713) 348-4966 For physical health concerns</p> <p>Also contact the student's College magister</p>	<p>Resources include:</p> <p>Office of Academic Advising (713) 348-4060 For general academic concerns</p> <p>Wellbeing and Counseling Center (713) 348-3311 (24/7) For support through personal or academic issues, including sexual misconduct or other traumas</p> <p>Student Judicial Programs (SJP) (713) 348-4786 For reporting potential Code of Conduct violations</p> <p>Student Health Services (713) 348-4966 For physical health concerns</p> <p>Disability Support Services (713) 348-5841 For accommodations for a disability</p> <p>College Magister or Dean of Undergraduates (713) 348-4996 General support for undergraduates</p>

For more information, please visit:
 The Wellbeing Center located in Gibbs Wellness Center.
 Walk-ins welcome, M-F, 9 a.m.-5 p.m.
<http://wellbeingandcounseling.rice.edu>

Resources

Plotting₃₃

A/V Equipment₃₃

**Academic & Professional
Support**₃₄

Useful University

Contacts₃₅

Supplies₃₅

Plotting

Rice Architecture's Pencils Down/Plotting Up system (see p. 24), allows everyone to print their final materials in an orderly fashion. Pay close attention to the schedule and practices outlined below.

Normal hours during the semester for plotting pickup are: M–F 9 a.m.–5 p.m. and Sa–Su 12–4p.m.

Monday of Finals Week: Pencils Down

As per Rice Architecture policy, you will be making PDFs of your boards and submitting them to your studio instructor by 5 p.m. on the Monday of jury week, at which point plotting is allowed only during assigned studio times. You should begin creating your PDFs well before Pencils Down in case you have any problems with your files. Instructions on how to create your PDFs will be emailed before Pencils Down.

Monday–Thursday: Plotting Up

Times are assigned by studio. MUDD Lab has five plotters: four of these plot on regular paper (plotter1–4), and one plots on glossy (gplotter). Before choosing your plotter, check the queue—either by looking at the monitor in RAVL, or (Windows only) by double-clicking on the plotter as it appears in “Printers and Devices.” To prevent color variation, send all of your boards to the same plotter. Send your files to print from a lab computer (i.e., RAVL or MUDD) to avoid problems with printer drivers or connections. If a plot comes out wrong **even though** you followed these steps, you can get a refund by submitting a completed ticket or form, along with your bad plot, to the help desk. The forms are available at the Operations Center. IT will refund charges for bad plots **only** if the plot is sent from a lab computer.

A/V Equipment**Projector in Farish**

1. To begin a presentation turn on the touch screen panel by tapping the power icon on the top right side of the panel. Then touch the button that says, “Press here to begin presentation.”
2. Your laptop may be connected in one of three ways to the projector: Bluetooth, HDMI, or VGA. Decide which way you would like to connect your computer and follow the instructions below.

Bluetooth

1. To use the wireless Bluetooth device, select “Clickshare” on the panel.
2. Retrieve the Clickshare device (see picture of tower for location) and plug it into the USB of the computer you would like to present from.
3. Press the large center button on the Clickshare device once. An icon will appear on your computer; double-click it.
4. Double-click the selection for the type of computer you are using (PC or Mac). The software will take a moment to connect. When it is done, the center button on the dongle will turn solid white; press it again, and it will turn red. You are now connected to the projector.

HDMI or VGA

1. To use either a VGA or HDMI cord to connect your laptop, select on the panel which section of the wall you would like to plug your computer into. We have three wall plates: left, right, and center.
2. Retrieve the proper cord (see picture of tower for location) and plug it first into the port of the computer you would like to present from and then into the proper port in the wall outlet you selected. You are now connected to the projector.
3. The volume on your presentation can be adjusted by tapping the volume icon on the top right of the panel.
4. Do not forget to turn the projector off when you have finished presenting by tapping the Off button on the touch panel. Unplug any cords, dongles, etc., return them to their proper place in the closet, and close the doors.

Sound System in Farish

- Check that the surge protector switch is turned to “on.”
- Check that the amplifier, speaker controls, and wireless microphone receiver are turned on.
- If you are using a microphone, turn on the mic and verify that it has batteries.
- Conduct a sound check with each microphone that is going to be used (handheld and clip-on) and adjust the volume with the buttons marked “Wireless Mic Volume.”
- To mute microphones during use, hit the power button quickly. The light should turn from green to red. To unmute, hit the button again. To power down, hold down the power button until the light goes out completely.
- If using audio from a computer or other device via auxiliary cable, plug in the cable, conduct a sound check of **all** media being used, and adjust the volume as needed by using the buttons marked “Master Volume.”

Projector in 117

- Touch the control panel anywhere to begin.
- If you are using your laptop, connect it to the HDMI or VGA cord.
- Choose whether you want to use the projector.
- Choose the source: “Laptop” if you are using your own computer or “PC Computer” if you are using the desktop.

Floating screens

- Make sure your computer and the display are both on and plugged in.
- Connect the monitor display cable.
- Use the VGA connector, not the DVI connector.
- Plug in audio cable (green cord) if necessary.
- **Return screens and cables to their home!**

If you have any problems with A/V equipment, contact Hans Krause at (713) 348-4858.

Rice Architecture Mentorship

Rice Architecture Mentorship (aka Mentorship) exists to empower students at Rice Architecture to take control of their future careers and translate their studies from Rice Architecture into a lifetime of achievement. Mentorship links Rice Architecture alumni with the current student body, building professional relationships and providing students with a closer look at possibilities after graduation. Get more information at arch.rice.edu/RAMP.

The Center for Written, Oral, and Visual Communication

The CWOVC can provide Rice undergraduate and graduate students with feedback on written texts and oral/visual presentations. To sign up for an appointment, visit them on the second-floor mezzanine of Fondren Library or at their website, cwovc.rice.edu.

English as a Second Language

Rice’s ESL Communication Skills Program meets for two evenings a week and is designed for students at an intermediate or advanced level of proficiency. The Office of International Students and Scholars also offers English classes in a more informal setting at no cost to the student. More information can be found on the ESL and OISS websites: esl.rice.edu and oiss.rice.edu.

Academic Advising

The Office of Academic Advising (OAA) at Rice University leads and engages a community of academic advising that strives for an unparalleled environment in which students can explore opportunities, identify goals, and implement plans to reach those goals. Visit the OAA in Ley Student Center, room 132, or at oaa.rice.edu.

For further information on policies at Rice University, visit ga.rice.edu. If discrepancies arise between this handbook and the General Announcements website, information on the website should be considered the most accurate and up-to-date source.

Useful University Contacts**Cashier**

cashier@rice.edu
(713) 348-4946

Counseling Center

wellbeing@rice.edu
(713) 348-3311

Dean of Undergraduates

Dr. Bridget Gorman
ugdean@rice.edu
(713) 348-4996

Dean of Graduate Students

Professor Seiichi Matsuda
graduate@rice.edu
(713) 348-4002

Digital Media Commons

dmc-info@rice.edu
(713) 348-3635

Facilities Emergency After-Hours line

(713) 348-2485

Fondren Library

Circulation Desk:
circ@rice.edu
(713) 348-4021
Reference Desk:
reference@rice.edu
(713) 348-5698

Gibbs Recreation and Wellness Center

ricerec@rice.edu
(713) 348-4058

Information Technology

helpdesk@rice.edu
(713) 348-4357

Kanopy

Free streaming to anyone with a Rice email
<https://rice.kanopy.com>

Plotting—Edwin Martinez

edwin.martinez@rice.edu

Operations Desk

(713) 348-4989

Office of Academic Advising

aadv@rice.edu
(713) 348-4060

Office of Financial Aid

fina@rice.edu
(713) 348-4958

Office of Graduate and Postdoctoral Study

graduate@rice.edu
(713) 348-4002

Parking Registration Office

parking@rice.edu
(713) 348-7275

Registrar

registrar@rice.edu
(713) 348-4999

Rice Design Alliance

rda@rice.edu
(713) 348-4876

Rice Graduate Housing

campushousing.rice.edu/graduate-housing

Rice Graduate Apartments:

(713) 348-GRAD (4723)

Rice Village Apartments:

(713) 348-4050

Rice University Police Department (RUPD)

(713) 348-6000

Student Health Services

(713) 348-4966

Supplies**A&C Plastics, Inc.**

6135 Northdale St.
(713) 645-4915
Mon.–Fri. 8 a.m. to 5 p.m.

APG, LP

6039 Armour Dr.
(713) 675-5271
Mon.–Fri. 7:30 a.m. to 5:30 p.m.

Art Supply

2711 Main St.
(713) 652-5028
Mon.–Fri. 9 a.m. to 6 p.m.
Sat. 9 a.m. to 5 p.m.

G&G Model Shop

2029 Southwest Freeway
(713) 529-7752
Mon. – Fri. 11 a.m. to 6 p.m.
Sat. 10 a.m. to 5 p.m.
Sun. 12 to 5 p.m.

High Fashion Fabric Center

3101 Louisiana St.
(713) 528-7299
Mon.–Sat. 10 a.m. to 7 p.m.
Sun. 12 p.m. to 6 p.m.

Home Depot

5445 West Loop
(713) 662-3950
Mon.–Sat. 6 a.m. to 10 p.m.
Sun. 8 a.m. to 8 p.m.

Houston Foam Plastics, Inc.

2019 Brooks St.
(713) 224-3484
Mon.–Fri. 8 a.m. to 5 p.m.

Lowe's Home Improvement

4645 Beechnut St.
(713) 661-6119
Mon.–Sat. 6 a.m. to 10 p.m.
Sun. 8 a.m. to 8 p.m.

Michael's

3904 Bissonnet St.
(713) 662-0913
Mon.–Sat. 9 a.m. to 9 p.m.
Sun. 10 a.m. to 7 p.m.

Regal Plastics

1700 Wirt Rd.
(800) 549-0516
Mon.–Fri. 8 a.m. to 5 p.m.

Southland Hardware Store

1822 Westheimer Rd.
(713) 529-4743
Mon.–Sat. 8 a.m. to 6 p.m.
Sun. 9 a.m. to 5 p.m.

Texas Art Supply

2001 Montrose Blvd.
(713) 526-5221
Mon.–Fri. 9 a.m. to 8 p.m.
Sat. 10 a.m. to 7 p.m.
Sun. 12 p.m. to 6 p.m.

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