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RICE MISSION STATEMENT

In support of the educational mission of Rice University – our mission is to guide and support Rice students in the pursuit of excellence – academically, athletically, and socially.

Above all else, we produce difference-makers.

Guiding Principles of Rice Athletics

Five principles guide and govern our actions at all times and in all our affairs. They define “what we stand for” and “what we won’t stand for.” They include:

1. **Respect** – We treat ourselves and those we serve with dignity, kindness, and respect.

2. **Positive Attitude** – We are forward-thinking. We approach our challenges and opportunities with a positive attitude. We enjoy what we do.

3. **Focus** – We are focused on prioritizing and completing what’s most important. We have a strong work ethic.

4. **Accountability** – We set clear performance standards and are personally accountable for our actions. We know that we’re an important part of a great team.

5. **Continuous Improvement** – We are always looking for innovative and efficient ways to get things done.

EQUAL OPPORTUNITY PHILOSOPHY

Rice University is committed to affirmative action and equal opportunity in education and employment. Rice does not discriminate on the basis of race, color, religion, sex, sexual preference, national or ethnic origin, age, disability, or veteran status.

INTERCOLLEGIATE ATHLETE PHILOSOPHY

As a member of Conference USA and a Division I member of the National Collegiate Athletic Association, Rice University is unconditionally committed to all the basic principles and objectives established by these organizations, including the support of equitable opportunities for all students and staff, including women and minorities.
Dedicated to the pursuit of high-level athletic goals for true student-athletes, Rice prides itself on its dual goal of excellence in both the academic program and the athletic arena, and refuses to use the rigors of either as an excuse for less than high quality performance in the other.

Rice University’s intercollegiate athletics program is an integral part of the institution’s total educational endeavor. A well-rounded and efficiently managed athletics program is an enriching aspect of the student’s life in college and enhances his or her preparation for a full and rewarding life after college.

The athletics program will not be permitted to rival or detract from the University’s primary mission. Intercollegiate athletics are complementary and supplementary to the basic academic program of the institution. The athletics program must at all times be in harmony with the official purpose of the University.

All students who participate in intercollegiate athletics at Rice University are required to comply fully with all University policies which apply to all students in admission, curriculum, degree requirements, class attendance, personal conduct, and other matters.

All athletics contests, practices, and related activities will be conducted in compliance with the principles of fair play and amateur athletic competition, as defined by the NCAA. All rules of the University, Conference USA, and the NCAA will be strictly observed and enforced.

**STUDENT-ATHLETE CODE OF CONDUCT**

**EXPECTATIONS**

As a Rice University student-athlete, you are expected to conduct yourself in an appropriate manner in connection with all intercollegiate sporting events in which you participate. You shall conduct yourself as a positive role model and represent Rice in a manner that exhibits the principles of sportsmanship. You shall exhibit respect and courtesy towards all participants, and comment about other institutions, coaches, and student-athletes only in a positive manner.

**RICE STUDENT PRIVILEGES AND RESPONSIBILITIES**

Students are expected to act in every way as responsible citizens. Students are expected to govern their conduct by standards of considerate and ethical behavior so as not to discredit or harm themselves, the University or any other individual. Enrolling in the University, students assume responsibility for obeying the regulations and accepted practices of the University, both academic and non-academic, and the rules established by
the various colleges, until such time as these may be officially changed. The relationship between the University and each student is based on University policies, procedures and practices and is non-custodian; no special relationship, such as an in loco parentis status, exists by virtue of his or her status as a student, regardless of the student’s age.

Any violation of local, state or federal laws, whether on campus or off campus, is subject to the authority of the police and the courts. In addition, students engaged in illegal activity may face disciplinary action by the University.

The University reserves the right to withdraw any student who fails to accept his or her responsibility, as evidenced by inadequate scholastic achievement or conduct considered detrimental to the best interests of the individual or the University. Such action is taken only after careful consideration by appropriate officials of the University.

Since its founding, the University has emphasized the requirement that every student exercise responsibility and personal honor. In the area of academic conduct, the honor system has provided an influential dimension in student life. The expectation of honorable conduct is not confined to the classroom; the concept of honor is intended to permeate all aspects of student life at Rice.

In both non-academic and academic matters, the University is committed to maintaining an atmosphere of free and open inquiry and sociality. The University seeks a positive and equitable climate on campus, one in which all students may enjoy maximum personal and intellectual growth. This section outlines the non-academic privileges and responsibilities of the members of the Rice community.

Privileges

Members of the Rice community are entitled to the following privileges:

Freedom from harassment
All members of the Rice community may pursue their educational opportunities free from harassment, including physical abuse, threats or intimidation. Rice University provides equal educational opportunities to its students without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability or veteran status. The University prohibits discrimination on any of these bases and will take steps necessary to remedy any instances of such discrimination.

Freedom of speech and action
Rice students may express their beliefs, feelings and opinions so long as the manner of expression does not violate another community member’s rights. Specific examples of such violations include, but are not limited to, disrupting University functions and impeding access to any part of the campus and violations of the Code of Student Conduct. The University reserves the right to impose “reasonable regulations” as to the time and place for some activities and, in certain circumstances, to require written permission before they may be undertaken.
Within these limits, members of the Rice community may engage in such specific activities as demonstrating, picketing and other public expressions of beliefs, feelings or opinions, as well as other activities which are not specified here, but which are consistent with their obligations and responsibilities to their fellow community members.

Responsibilities

All members of the Rice community are subject to local, state and federal laws. Specific University rules governing student life are given elsewhere in this handbook. Additionally, members of the Rice community have the following general responsibilities:

- To refrain from deliberately violating the privileges of any other member, and to consider all actions carefully to ensure that they do not violate others’ privileges unintentionally. All members of the Rice community are responsible for their own actions. Participation in a group, the influence of alcohol or drugs or “acting without thinking” does not diminish this responsibility.

- To remind others of their responsibility for their actions and to counsel and educate other members of the community whose conduct violates the privileges of others, whether deliberately or inadvertently.

- When necessary, to report to the proper authorities any non-academic conduct that violates the privileges of others. “Necessary” in this instance includes situations which are severe (such as physical assault), situations in which negotiation has failed and the violations continue, or any case in which the public discussion or law has been broken. Organizations and individuals who might be contacted in these circumstances include:
  - College Masters
  - College Officers
  - College Court system
  - Rice Counseling Center
  - Dean of Undergraduates
  - Dean of Graduate and Postdoctoral Studies
  - Office of the Assistant Dean, Student Judicial Programs
  - Office of Multicultural Affairs
  - Office of International Students and Scholars
  - Rice University Police Department
  - Various other groups trained to deal with victims’ rights, as appropriate

For more information about Rice’s expectations of its students, please reference the Rice student handbook, specifically the section dealing with Rice Student Conduct.
CONFERENCE USA STANDARDS OF SPORTSMANSHIP

Conference USA member institutions value the principles of sportsmanship and the ideal of pursuing victory with honor in intercollegiate athletics. The Conference believes that athletics should be conducted in a way that reflects positively on the individual participants and institutions. The standards of sportsmanship below are written to emphasize the basic expectations of the Conference related to sportsmanship and provide the Commissioner with broad authority to ensure that Conference activities are consistent with these principles.

The essential elements of sportsmanship and ethics in sports are embodied in the concept of character building and six core principles: respect, responsibility, fairness, honesty, integrity, and good citizenship. The highest potential of sports is achieved when completion reflects these six principles.

NCAA STANDARDS OF ETHICAL CONDUCT

1. Member institutions’ student-athletes, coaches, and staff shall conduct themselves in an appropriate manner in connection with all intercollegiate sporting events in which they participate (“Events”). They shall conduct themselves as positive role models and represent their institutions in a manner that exhibits the principles of sportsmanship. They shall exhibit respect and courtesy towards all participants, and comment about institutions, coaches, and student-athletes only in a positive manner.

2. Behavior that is not considered sportsmanlike or appropriate in connection with the Events includes, but is not limited to, the following:
   i. Striking (e.g., kicking, hitting, throwing objects at) or other acts of violence, attempted acts of violence or attempts to incite violence;
   ii. Obscene, profane, demeaning or unduly provocative language, gestures or actions directed towards an opposing team, institution, contest official, staff member, or spectator;
   iii. Public criticism of or publicity disparaging statements about an opposing team, institution, contest official, staff member or spectator;
   iv. All other actions, as determined by the Commissioner, in violation the principles and standards of sportsmanship.

Penalties

1. Specifically and without limitations, the Commissioner has the authority to require a member institution to take any one or more of the following actions: (i) publicly or privately reprimand any participant; (ii) forfeit any sports events or competitions; (iii) suspend or expel any person from attendance at or participants
in one or more events; or (iv) pay fine to the Conference (not to exceed $50,000) for each occurrence of unsportsmanlike or inappropriate conduct.

2. In instances of flagrant misconduct, regardless of circumstances, all individuals involved shall receive a minimum penalty of a suspension from one or more contests. Flagrant misconduct shall include, but not limited to, striking (e.g., kicking, hitting, throwing objects at), or attempting to strike an official, coach, player, or spectator.

3. Repeat violations by an individual, team, or institution will subject them to increasingly greater penalties.

SOCIAL NETWORKING WEBSITES

As members of Rice University and the Athletics Department, student athletes are representatives of the institution, and as varsity athletes are subject to public scrutiny. While social networking websites are a great way to communicate, express yourself, and connect with others, it is recommended that you become sensitive to the information and pictures you post (or others post about you), as they may lead to implications that adversely impact your personal safety, preservation of personal and institutional character, NCAA & C-USA compliance rules, university policy, and career advancement.

Student athletes at Rice will be held responsible for any actions that are deemed inappropriate, and that compromise the integrity of the university and/or their sport as well as any behaviors that violate federal and state laws, NCAA or C-USA regulations, Rice University policies, Athletics Department standards and philosophy, or team rules. Any such actions could result in discipline, team suspension, termination from the varsity team, and reduction or non-renewal of annual athletic scholarship.

Examples of inappropriate or offensive behaviors posted social networking websites may include depictions or presentations of the following:

- Hazing
- Use of alcohol and drugs
- Use of derogatory or offensive language
- Lewd or lascivious behavior
- Access to valuable team information that promotes sports gambling
- Communicating with sports agents

Think about your safety. Take time to explore the privacy settings on the various social networking websites. Please take consideration when posting information about course schedules, personal contacts, away messages, etc., as other internet users could have access to your daily patterns and make you more vulnerable to crime. Your safety is of the utmost importance. Please use common sense when publishing anything on the Internet or visiting websites.
ELIGIBILITY REQUIREMENTS

Rice University upholds a firm policy that student-athletes are students first. As a member of Rice University’s Athletics Department, you should be aware of the NCAA rules governing eligibility and maintain your academic progress with such rules in mind. The following section illustrates the major eligibility rules that you should follow at all times.

FULL-TIME ENROLLMENT

To be eligible for competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies leading to a baccalaureate or equivalent degree, which shall not be less than 12 semester hours.

Final Semester/Quarter Exception

A student-athlete with athletics eligibility remaining may participate in organized practice sessions while enrolled in less than a minimum full-time program of studies, provided the student is enrolled in the final semester or quarter of the baccalaureate program and the institution certifies that the student is carrying (for credit) the courses necessary to complete the degree requirements, as determined by the faculty of the institution.

24 – 18 HOUR RULE

The student-athlete must successfully complete 24-semester hours of academic credit prior to the start of the institution's third semester following the student-athlete's initial full-time enrollment.

The student-athlete must successfully complete 18-semester hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters (hours earned during the summer may not be used to fulfill this requirement).

6 HOUR RULE

The student-athlete must have completed 6-semester hours of academic credit the preceding regular academic term (e.g., fall or spring semester) at the institution where the student-athlete was enrolled.

DECLARATION OF MAJOR RULE

The student-athlete must choose a major that leads to a specific baccalaureate degree by the beginning of their third year of enrollment. (This includes transfer students who have not yet completed an academic year in residence or used one season of eligibility in a
sport at their current institution.) [Bylaw 14.4.3.1.5]

PERCENTAGE OF DEGREE AND GRADE POINT AVERAGE RULE

- If you are entering your second year of collegiate enrollment, you must present a cumulative grade-point average that equals at least 90 percent of the institution’s overall cumulative grade-point average required for graduation (based on a 4.00 scale). [Bylaw 14.4.3.1]

- If you are entering your third year of collegiate enrollment, you must have completed successfully at least 40 percent of the course requirements in your specific degree program and you must present a cumulative minimum grade-point average (based on a 4.00 scale) that equals at least 95 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaw 14.4.3.3.1]

- If you are entering your fourth year of collegiate enrollment, you must have completed successfully at least 60 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.00 scale) that equals at least 100 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaw 14.4.3.3.1]

- If you are entering your fifth year of collegiate enrollment, you must have completed successfully at least 80 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.00 scale) that equals at least 100 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaw 14.4.3.3.1]

ADVANCED PLACEMENT TESTS/CREDIT BY EXAMINATION

Credit received through advanced-placement tests or by examination may be used by the student-athlete to meet the minimum progress-toward-degree requirement, provided the subject for which the examination is an alternative is offered by the institution as acceptable degree credit.

INCOMPLETE GRADES

A student-athlete who receives an incomplete grade in a course may use the course in question to fulfill the minimum progress-toward-degree requirements, subject to the following conditions:
(a) The incomplete grade must have been removed in accordance with the institution's regulations applicable to all students;

(b) Such a course may be counted only once after a grade has been achieved that is acceptable to the institution for determining progress toward degree; and

(c) The course with the acceptable grade shall be counted either during the term in which the student-athlete initially enrolled in the course or during the term in which the incomplete grade was removed and acceptable credit was awarded.

**REPEATED COURSES**

Credit for courses that are repeated may be used by a student-athlete to satisfy the minimum academic progress requirements only under the following conditions:

(a) A course repeated due to an unsatisfactory initial grade may be used only once, and only after it has been satisfactorily completed;

(b) Credit for a course that may be taken several times (e.g., a physical education activities course) shall be limited by institutional regulations; and

(c) Credits earned in courses that may be taken several times may not exceed the maximum institutional limit for credits of that type for any baccalaureate degree program (or for the student’s specific baccalaureate degree program once a program has been designated).

**CREDIT FROM OTHER INSTITUTIONS**

Credit hours earned at another institution while enrolled as a full-time student may be used to satisfy academic progress requirements specified in Bylaws 14.4.3.1 and 14.4.3.2. Credit hours earned prior to initial full-time enrollment may be used to fulfill the 24-semester requirement specified in Bylaw 14.4.3.1-(a) and the percentage of degree requirements specified in Bylaw 14.4.3.2.
**ELIGIBILITY FOR COMPETITION SUMMARY TABLE**

<table>
<thead>
<tr>
<th>Year of Initial Collegiate Enrollment</th>
<th>Entering 2\textsuperscript{nd} year of Collegiate Enrollment</th>
<th>Entering 3\textsuperscript{rd} year of Collegiate Enrollment</th>
<th>Entering 4\textsuperscript{th} year of Collegiate Enrollment</th>
<th>Entering 5\textsuperscript{th} Year of Collegiate Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004 – 2008</td>
<td>● 24 semester credits total</td>
<td>● 40% of degree requirements (48/55 hours)</td>
<td>● 60% of degree requirements (72/83 hours)</td>
<td>● 80% of degree requirements (96/110 hours)</td>
</tr>
<tr>
<td></td>
<td>● 18 credits earned during academic year</td>
<td>● 18 credits earned during academic year</td>
<td>● 18 credits earned during academic year</td>
<td>● 18 credits earned during academic year</td>
</tr>
<tr>
<td></td>
<td>● 90% of GPA for graduation (1.504)</td>
<td>● 95% of GPA for graduation (1.587)</td>
<td>● 100% of GPA for graduation (1.667)</td>
<td>● 100% of GPA for graduation (1.667)</td>
</tr>
<tr>
<td></td>
<td>● 6 credits/term</td>
<td>● 6 credits/term</td>
<td>● 6 credits/term</td>
<td>● Six credits/term</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● Declaration of degree program</td>
<td></td>
</tr>
</tbody>
</table>

**NCAA RULES AND ELIGIBILITY ISSUES**

**INTERNATIONAL ELIGIBILITY**

Rice welcomes applications from students from around the world. Currently, more than 30 countries are represented in the undergraduate student body. This diversity is mirrored by the city of Houston, which is comprised of people from over 100 different countries. International students find that both Rice and Houston are welcoming communities.

International applicants must supply documentation of sufficient financial support for their first year of study at Rice before an application for admission can be processed. Need-based financial aid at Rice is available only to United States citizens and documented permanent residents. All accepted freshmen applicants will be considered for merit awards based on academic and individual excellence. However, these awards cannot be expected to cover the full cost of a Rice education.

International student-athletes are generally subject to the same initial-eligibility requirements as domestic students. While eligibility may be similar, international student-athletes have additional issues that have to be resolved prior to being eligible. Those issues include obtaining an I-20, certifying amateur status, and if considered a transfer, meeting continuing eligibility requirements and/or non-sport sponsorship requirements. Prospective international student-athlete must take the SAT/ACT. If not, he/she will be a non-qualifier unless he or she is considered a transfer student.
Some international prospective student-athletes (PSAs) may be older and their years of eligibility could be affected by participating in their sport after their 21st birthday or after the high school graduation date of the student-athlete’s class (as determined by the first year of high school enrollment or the international equivalent as specified in the NCAA Guide to the International Academic Standards for Athletics Eligibility). See NCAA bylaw 14.2.3.2 and 14.2.3.5 for more specifics.

Because of the 21st birthday and high school graduation rules, it is very important to ascertain a PSA’s date of birth and graduation date. Any “gaps” in the time of graduation and enrollment in a college will be completely researched to ascertain that the PSA has not engaged in organized competition or jeopardized his/her amateur status.

Lastly, the international club system is very different than any system in America. Many international student-athletes have amateurism issues that need to be resolved prior to them being declared eligible to compete at a Division I institution. All students must be cleared by the NCAA Initial Eligibility and Amateurism Clearinghouse. Resolving issues relative to an international student-athlete’s eligibility can be very time consuming. Therefore, student-athletes and coaches are encouraged to work closely with the Compliance Office.

WALK-ON STUDENT-ATHLETE ELIGIBILITY

Head coaches set the policy for their program regarding “walk-ons.” Therefore, students interested in “walking-on” or “trying out” for a team should contact the coach of the sport of their interest.

Generally, there are four categories for walk-on student-athletes.

1. A recruited walk-on who has had regular contact with the coaches and is invited to the initial practice (This Prospective Student Athlete (PSA) completes required compliance paperwork with the other squad members).
2. A non-recruited walk-on who attends the initial practice or meeting and is included in the initial team roster (This PSA completes required compliance paperwork with the other squad members).
3. A walk-on PSA who attends an initial meeting but requires permission from the training room to practice. Once the coach determines that this PSA will join the team, arrangements should be made for the completion of necessary compliance paperwork. Insurance and medical paperwork must also be completed prior to the PSA’s participation.
4. A late walk-on must complete the late walk-on paperwork with the Athletic Academics Services and Compliance Office.

Before a walk-on is allowed to practice, compete or become an official member of any athletic team, he/she MUST see the Compliance Coordinator and complete all appropriate NCAA and Rice paperwork. Additionally, the walk-on MUST receive clearance from the athletic training staff and complete a physical prior to athletically
related activity. A walk-on must receive final certification from the Compliance Coordinator prior to practicing and/or competing. Walk-on student-athletes are expected to comply with all University, C-USA, and NCAA regulations.

**AMATEURISM ELIGIBILITY ISSUES**

YOU MUST maintain your amateur athletic status in order to remain eligible to compete in NCAA intercollegiate competition. Below are NCAA rules that you must adhere to in order to maintain your amateur status. You **CANNOT**:

- Accept payment or a promise of payment (in cash, prizes, gifts or travel) for participating in your sport.
- Enter into or negotiate an agreement, verbal or written, of any kind to compete in professional athletics.
- Request that your name be put on a draft list for professional sports.
- Try out with a professional sports organization.
- Use your athletic skills for payment, including employment on a “fee for lesson” basis.
- Play on any professional athletics team.
- Have your athletically related financial aid determined by anyone other than Rice University.
- Participate on teams other than those fielded by Rice University during the season, including tryouts, exhibition or tournament games.
- Agree to have your picture or name used to promote a commercial product.
- Accept such things as gifts, meals, loans of cars or money from athletics interest groups or people within Rice’s athletics program.
- Be represented by an agent or organization in order to market your athletic skills or reputation.
- Receive any benefit that is not available to other students at Rice University.
- Participate in a summer league not approved by the NCAA (You must have written permission from the Athletics Director for summer league participation).
- Play on a non-departmental athletic team during the academic year without permission from your head coach and Rice University’s Faculty Athletics Representative.

**ACADEMIC ADVISING FOR ATHLETICS**

**HONOR SYSTEM**

Rice is on the Honor System. It is your responsibility to make certain you understand what the rules are in each of your classes. If you have a question about what is permitted, ask your professor. It is your responsibility. Ignorance of the rules is no excuse.
The Honor system gives Rice students a great deal of freedom, but with that freedom comes tremendous responsibility. Rice students must always fully comply with Honor Code requirements, including reporting others, even friends, who violate the system.

The Honor System is an integral part of the Rice Tradition. Violations discredit the individual and mar the reputation of the team, fellow student-athletes, and Department of Athletics as a whole.

There is no tolerance for violations of the Honor Code. Individuals convicted meet swift and severe punishment including loss of credit and suspension or expulsion from the University.

Additional penalties may be levied by the Department of Athletics. Anyone involved in an Honor Council case should seek counsel from either the Assistant Athletic Director for Academic Services or the Director of Student Advising.

**Honor Council’s Do’s and Don’ts**

1. Know what plagiarism is and what it is not.

2. Be aware that sloppiness or forgetfulness can look like plagiarism and may draw inquiry and/or investigation.

3. Keep copies of the papers you turn in.

4. If you write a paper/exam on someone else's computer, put all drafts, outlines, notes or part of the paper/exam on your disk. Take that disk with you whenever you leave the computer and remove any copies from the hard disk.

5. Keep copies of all your notes.

6. Turn in all scratch sheets you use during exams if instructed to do so. Otherwise, keep them.

7. Keep all exams and homework assignments returned to you.

8. Keep everything pertaining to the class at least until the following semester has been completed.

9. When you take a test, obey the letter of the Honor Council suggestions.
   a. Put books at the front of the classroom.
   b. Sit far away from your roommates, friends, teammates, and girlfriend/boyfriend.

10. It is a good idea to write a take-home exam in the presence of an *independent* witness. The Academic Services office/study hall is one appropriate place for this.
11. Know the rules governing homework in your class. Collaborate with another student only if you have specific permission to do so.

12. Be sure that you understand what your professor means concerning Honor Code regulations. Ask him or her for any necessary clarifications. Remember, it is your responsibility to know.

13. Honor Code business is strictly confidential. It should be discussed only with those officially involved.

Academic services are available to all student-athletes (scholarship and walk-on) as well as managers, trainers, and cheerleaders.

**MONITORING ACADEMIC PROGRESS**

- Weekly Academic Check-In Appointments with an advisor from the Academic Advising for Athletics office are designed to discuss progress in individual courses (i.e. grades on tests and papers, study plans and use of tutors).

- Academic Progress Cards are sent to professors twice a semester (five weeks and ten weeks into the term) to determine approximate grades. Copies of these cards are sent to coaches. If any problems arise, student-athletes are advised. A student-athlete can view his/her individual progress cards on file in the Academic Advising for Athletics office.

- Midterm grades are received from the Registrar's office in the ninth week of classes for all first-year students with fewer than 30 hours of academic credit. Copies of these are sent to coaches. Athletes can view their personal grades “on-line” through their ESTHER account.

- Class attendance is mandatory and will be checked randomly at the discretion of the Associate Director for Academic Advising for Athletics and/or coach.

- If an academic problem arises, the student-athlete should contact the Academic Services office IMMEDIATELY.

**MISSED CLASS**

The Department of Athletics works hard to keep missed classes to a minimum. Nevertheless, occasionally, you may miss classes to participate in an athletic event. Prior to you missing a class, you should reconfirm your absence with your professor(s). It is your responsibility to arrange with the professor plans to make up missed course work, prior to departing campus for competition. Professors are more willing to work with students who demonstrate their willingness to make sure their studies are in order before leaving for their out of class commitments. If a professor communicates his/her
displeasure with the number of missed classes you may incur, please notify your coach or
the academic services staff as soon as possible to discuss the problem.

Please note that it is NOT permissible to miss class to attend practices or to participate in
fundraising activities.

Attendance and Excused Absences

Students are expected to attend all scheduled activities for all of the classes for which
they are registered during the entire course of the academic semester for which they are
enrolled. The academic calendar indicates normal class days, recesses, and holidays.
Instructors, however, may schedule required activities on other days, including recesses,
holidays, and weekends, if required by programmatic needs, such as laboratories or field
trips. Such requirements must be clearly stated in the online course description available
at registration and on the syllabus, and instructors should try to provide compensatory
time off for students.

The university understands that students participating in university-sponsored
extracurricular activities may, on rare occasions, need to miss a class session during the
semester. As a matter of course, students should inform their instructors in advance of
absences resulting from participation in university-sponsored activities, and faculty
normally will give a reasonable opportunity to make up work missed on such occasions.

No nonacademic university-sponsored event at which student attendance is required may
be scheduled or rescheduled for any date after the day following the last day of classes.
Exceptions may be granted by a quorum of the Committee on Examinations and Standing
only for events where scheduling is not under the control of the university. On the class
days falling during the last calendar week of classes, an individual student may
participate in only one university-sponsored event, which may be scheduled or
rescheduled, so long as no more that one night would be spent outside of Houston for
travel. For events during the last week of classes, the reading period, and the final
examination period, a quorum of the Committee on Examinations and Standing must be
satisfied that each student is in satisfactory academic standing to participate in an event.
If a quorum of the Committee on Examinations and Standing cannot meet in a timely
fashion, then the executive committee of the Faculty Senate will handle exception
requests.

Absences for activities other than university-sponsored events may be negotiated on an
informal basis between the student and the faculty member. Alternatively, absences may
be formally excused on a case-by-case basis if a petition explaining the nature of the
event, accompanied by suitable documentation, is submitted to the Committee on
Examinations and Standing at least two weeks before the event.
Each semester, the Office of Academic Advising for Athletics queries the faculty about the attendance of registered student athletes. The Office of Academic Advising for Athletics will report student athletes that have noticeable absences indicated on their academic progress cards to their respective coaches. Coaches will then follow their individual team policies concerning missed classes.

Policy for Missed Tutor and/or Academic Meetings

When student athletes miss a tutoring appointment without proper notice, they will be expected to reimburse the Office of Academic Advising for Athletics for the cost of the tutoring session.

When student athletes miss an academic appointment, the coach is notified. Coaches then follow their individual team policies concerning missed academic appointments.

TUTORS

Academic Advising for Athletics supplies tutors for all student-athletes requiring assistance. One-on-one tutoring is recommended and is available in each course for an unlimited number of hours per week. It is the responsibility of the student-athlete to seek out and arrange tutoring sessions (Be sure to call tutors to set up appointments at reasonable hours). Tutorials for different classes may be set up upon request. Names and phone numbers of tutors can be obtained through the Academic Advising for Athletics office. Each student-athlete is responsible to meet his/her tutor at the arranged time. If an appointment must be cancelled or postponed, the student-athlete is to call the tutor to reschedule. If a tutor cannot be reached, contact the Academic Advising for Athletics office.

In addition to the Academic Advising for Athletic's tutors, each Residential College houses "Fellows and Mentors" that are available to all students. Each Fellow or Mentor is a upperclassman with expertise in a given subject, who will have individual and tutorial sessions, as well as office hours available for students. To check which Fellows and Mentors are available within your college, go online to the Office of Academic Advising, or see an Academic Coordinator within Athletic Academic Advising.

Any missed tutoring sessions are paid for by the athlete. Student-athletes are encouraged to USE TUTORS PREVENTATIVELY. Tutorials for different classes may be set up upon request.

STUDY HALL PROCEDURES

The head coach in each sport determines the study hall requirements for his/her team. Attendance and time spent in study hall will be reported to the coaches on a weekly basis.
Should a student-athlete be required to attend study hall, he/she is expected to be on time and prepared with books and materials to study. A talking area will be designated as a place to work with tutors. If the student-athlete is not working with a tutor and/or a classmate, he/she is expected to study in the quiet area. It is the responsibility of the student-athlete to make sure his/her time commitment is met each week.

**SPECIAL SERVICES**

- A small library of reference books is located in the Academic Advising for Athletics Office. All reference materials are available in an "on loan" basis only.

- Computers are available for student use in the Academic Advising for Athletics office. Laptops are available for use during team travel.

- An "old test" file is located in the Academic Advising for Athletics office. Please make verbal and written requests through the staff assistant.

- Current information concerning careers, job search strategies, summer jobs, resumes, and cover letter writing is available in the Career Services Center (O'Connor House – 1st floor). Quite a bit of information concerning Agents, Professional Players Associations, as well as athletic-related careers may be found in the Life Skills/Academic Advising for Athletics office. Additional information regarding Athlete Agents can be found later in this guide on page 48.

**REGISTRATION/PRE-REGISTRATION/SCHEDULING**

- Advisors are available to meet with student-athletes concerning semester schedules as well as four or five year plans. Appointments may be made in the Academic Advising for Athletics office.

- It is important to keep conflicts between course schedules and practice and/or competition to a minimum. Please notify the Associate Director for Academic Advising for Athletics and your Head Coach as soon as any such unavoidable conflicts arise. During the semester, often conflicts due to competition and/or injury/illness occur. In many cases, you can contact your professors in advance to prearrange the make-up work missed. In emergency situations, contact the Academic Advising for Athletics office as soon as possible so that your professors can be notified.

- Before adding or dropping any courses, speak with an advisor in the Academic Advising for Athletics office for approval. In particular sport, it is required for you also to notify your coach. Remember, you must be enrolled in 12 hours at all times to be eligible for practice and for competition.
SUMMER SCHOOL

At another institution - Prior approval by appropriate academic officials of the certifying institution is required if courses taken during another institution's summer term are to be utilized in determining the student's academic status (i.e. good academic standing and satisfactory progress). [Bylaw 14.4.3.4.4]

In order to complete the process of transferring a summer course to Rice, there must be an approved Request for Transfer Credit as well as an official transcript from the institution (with grade of C- or better) on file in the Registrar's office.

At Rice - Student-athletes will be approved for summer school aid only on the recommendation of the Head Coach, Associate Director of Academic Advising for Athletics and the approval of the Associate Director of Athletics.

RICE UNIVERSITY ACADEMIC REGULATIONS

ACADEMIC REGULATIONS

Academic Probation

Students are placed on academic probation at the end of any semester if:

- Their grade point average for that semester is less than 1.67, or
- 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) The period of probation extends to the end of the next semester in which the student is enrolled. Students on probation (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.

Academic Suspension

Students are suspended from the university at the end of any semester if:

- They earn grades that will place them on academic probation a third time, or
- They have a grade point average for the semester that is less than 1.00 (exceptions are made for students completing their first semester at Rice)

Students readmitted after a period of academic suspension will be suspended again, in any succeeding semester, if:

- Their cumulative grade point average is less than 1.67, or
• Their semester grade point average is less than 2.00

Suspension Periods

The first suspension period is normally one semester; the second suspension period is at least two semesters. Students are not readmitted after a third suspension.

Students who are going to be suspended for academic performance are notified by the registrar after all final grades have been received and posted to their record. Suspension is lifted the first day of class of the semester when the student returns to the University. When students serve the nominal term of suspension but do not intend to return to Rice, suspension is lifted after permission from the Committee on Examinations and Standing is granted.

Students facing a first or second academic suspension who verify with the registrar and their department that they will complete their degree requirements in one semester if allowed to return, may have their suspension reduced to probation. Students may invoke this ruling only once for a given academic degree plan.

Students who graduate at the end of a semester under academic circumstances that would normally place them on probation or suspension will not have the terms “academic probation” or “suspension” placed on their transcript for that semester.

Disciplinary Probation and Suspension

The assistant dean of student judicial programs may place students on probation or suspension for an honor system violation or for other disciplinary or code of conduct reasons. Students who are on disciplinary suspension, under investigation for disciplinary violations, or who have disciplinary proceedings pending against them (including for an honor system or code of conduct violation) may not receive their degree even if they have met all academic requirements for graduation. Students who are suspended must leave the university within 48 hours of being informed of the dean’s decision, though in cases of unusual hardship, the college master and assistant dean of student judicial programs may extend the deadline up to one week. Any tuition refund will be prorated from the official date of suspension, which is determined by the registrar. While on disciplinary suspension or probation, students may not run for, or hold, any elective or appointed office in any official Rice organization, nor may they serve as Orientation Week advisors once they return to the university following a suspension. Participation in student activities on and off campus and use of Rice facilities, including the student center, the colleges, the playing fields, the gym, and the computer labs, are limited to enrolled students. Students seeking readmission after leaving the university because of disciplinary actions (including honor system or code of conduct actions) or other nonacademic action should submit a petition in writing for review by the assistant dean of Student Judicial Programs.
Readmission after Suspension

Students seeking readmission after academic suspension should address a letter of petition to the Committee on Examinations and Standing, in care of the Office of the Dean of Undergraduates, which must be received by July 1st for readmission in the fall semester and December 1st for readmission in the spring semester. The petition must include two supporting letters from persons for whom the student has worked during the suspension period as a student or an employee. The petition also must include an academic program approved by the Office of Academic Advising. If the problems causing the previous difficulty appear to be resolved, the student generally is readmitted. Students returning from academic suspension must maintain regular contact with the Office of Academic Advising throughout the semester. In some instances, the committee may postpone approval of readmission or rule that suspension is permanent.

Rice Summer School

Although it may do so at its discretion, the Office of the Registrar does not normally place on probation or suspension students who perform poorly in the Rice Summer School. Students should be aware, however, that Rice Summer School grades are included in their grade point averages.

FINANCIAL AID INFORMATION

FINANCIAL AID TO STUDENT-ATHLETES

An athletic grant in aid is an agreement between the Department of Athletics and the student-athlete that stipulates the amount of athletic financial aid that the student-athlete is to receive in return for his or her participation in an intercollegiate sport at Rice. The agreement outlines the obligations of both parties.

In accordance with NCAA rules, the total amount of aid which you may receive shall not exceed tuition, fees, board, room and required course-related books. The actual dollar amounts for the above will be established by the financial aid office on an annual basis. You may receive need-based assistance you have applied for and are eligible for, such as the Federal Pell Grant Program. The acceptance of aid in excess of the preceding shall cause you to be ineligible. Accordingly, you are to alert the Department of Athletics any time you receive an outside educational grant or financial aid from a source outside this institution (e.g. a Rotary scholarship, a high-school booster group, a sports organization, etc.). Additionally, athletic aid is awarded without any consideration given to any academic financial aid you may receive from Rice.

The NCAA also prohibits institutions from awarding or promising athletic financial aid for a period in excess of one academic year. Rice shall notify you by July 1st, prior to
each academic year, with regard to your athletic aid for the next academic year. Before any athletic financial aid becomes final for this year or any subsequent year, you must comply with applicable Rice and NCAA regulations, as well as, Rice’s Department of Athletics and your respective team rules. Accordingly, failure to abide by any of the above rules is grounds for withdrawal of your athletic aid and dismissal from the squad. If you voluntarily withdraw from your sport, your athletic aid will be terminated at the option of the Department of Athletics. Your grant-in-aid is not affected by any injury which might occur on the practice or playing field.

In addition to athletic aid, other financial aid is available based on academic ability, financial need, major of study, commitment to a program (such as ROTC, Church Related Vocations, Music, etc.), and parents’ contribution. If you are receiving a full grant-in-aid, you may be ineligible for this type of aid. The Office of Financial Aid and the Admission Office can advise you on all these programs.

The compliance staff will work closely with the Financial Aid Office to assure adherence to all applicable NCAA, Conference USA, state and federal regulations. Coaches will recommend which student-athletes will receive athletic financial aid. The Associate Athletic Director, Director of Compliance, and the Financial Aid Office will review these recommendations for compliance. The Department of Athletics and Financial Aid Office will have final authority to grant, reduce, or cancel athletic financial aid. Each student-athlete will be notified by July 1st if his/her athletic aid is canceled or reduced. If reduced, canceled or gradated, the student-athlete will be notified that he/she is entitled to a hearing by a committee of individuals not associated with the athletic department.

Financial aid for student managers may be awarded within approved budget limits. Any financial aid for managers must be approved by the Associate Athletics Director prior to awarding or communicating the amount to the student. Any merit, private or federal scholarships or grants received by a student-athlete must conform to NCAA restrictions. All student-athletes are encouraged to complete the FAFSA form on an annual basis and to apply for need-based assistance (e.g. Pell Grants).

**FIFTH YEAR OR MEDICAL EXEMPT STUDENT-ATHLETES**

Often times, a student-athlete is not able to complete his/her degree in four years of collegiate study and NCAA eligibility. Or during the student-athlete’s academic career he/she may become injured to the point that he/she cannot return to competition condition. The Athletics Department makes every effort to financially assist a student-athlete if he/she is unable to compete due to medical reasons or does not graduate by the time his/her eligibility is complete. The Head Coach generally recommends to the Director of Athletics financial assistance for those student-athletes who need assistance due to a medical condition or need more than four academic years to graduate. Awarding financial aid for a medical reason or beyond four academic years is not automatic. A recommendation and/or athletic financial assistance is not an automatic benefit. Circumstances such as numerous degree/major changes, course withdrawals and failures, etc. from the student-athlete’s personal academic record will have a bearing on the granting of continuation of aid. Every
effort will be made to maintain the aid to the same level as previously awarded. In order to maintain the aid to the same level as previously awarded, fifth year and medically exempt student-athletes must work 20 hours of work per week in the Department of Athletics. The 20 hour requirement may be gradated if the student-athlete is receiving less than a full award and will be gradated in correlation to the amount of aid and the number of hours he/she must work. The Associate Athletic Director will make specific assignments. This policy also applies to student-athletes who are not competing but who are receiving financial aid but might not be fifth year or medical exceptions. Student-athletes receiving aid under these circumstances are held to the same standards as competing student-athletes, such as drug testing, abiding by Rice, C-USA and/or NCAA rules and regulations.

GRANT-IN-AID RENEWALS

You will be notified by the Director of Financial Aid before July 1st concerning the status of your athletic financial aid for the upcoming academic year. The NCAA forbids guaranteeing athletic financial aid beyond one year. However, as long as you are making appropriate academic progress and are adhering to team, Rice University, C-USA, and NCAA rules and regulations, it is more than likely your athletic scholarship will be renewed at the same level from year-to-year. NCAA rules allow a student-athlete to receive athletic financial aid for no more than five years within a five-year time frame, beginning with your initial full-time enrollment at any four-year or two-year college. Non-renewal or gradation of athletic financial aid may occur for any number of reasons as outlined below:

1. The coach and student-athlete mutually agree to gradation (up or down) and the change is not challenged. Even if the change is not challenged initially, the student still receives a letter from the Director of Financial Aid, advising of his/her right to appeal.

2. It is determined by thorough investigation that the recommendation of downward gradation or non-renewal is warranted because of the following:
   - Failure to fulfill the obligations expected of all student-athletes on athletic scholarship;
   - Academic ineligibility;
   - An unwillingness to participate in the athletic program of the University;
   - Withdrawing from the University;
   - Failure to meet financial aid requirements of the NCAA, CUSA, or Rice University; or
   - It is determined that the individual is not eligible for financial aid because the award would not be in accordance with the Terms and Conditions of Awarding Institutional Aid as outlined in the current NCAA Manual.

Appeals Policy for Reduction or Cancellation of Athletic Grants-in-Aid

1. Athletic grants-in-aid are awarded by Rice University for a term of a designated length not to exceed one (1) academic year in accordance with
regulations established by the National Collegiate Athletic Association (NCAA). The NCAA has issued specific guidelines describing the circumstances under which an athletic grant-in-aid can be canceled during the term of the award.

2. Reasons that a non-renewal or reduction of a student-athlete’s athletic grant-in-aid at the conclusion of the term of award may be undertaken by the Department of Athletics include, but are not limited to, the following actions of the student-athlete:
   - Rendering himself or herself academically ineligible for intercollegiate competition;
   - Fraudulently misrepresenting any information on an application, letter of intent or financial aid agreement;
   - Engages in misconduct warranting disciplinary penalty;
   - Voluntarily withdraws from a sport for personal reasons;
   - Violation of team rules, and/or training and practice regimen;
   - Conduct that violates Rice University rules and regulations; or
   - Conduct that violates NCAA or Conference USA rules.

3. To serve as grounds for non-renewal or reduction of an athletic grant-in-aid, the circumstances listed above in items A-G must be documented by the coaching staff and/or another institutional staff member as they occur. Documentation shall include the name of the student-athlete and the date and circumstances of the infraction. The Head Coach must provide the student-athlete with notification (verbally or written) prior to the conclusion of the academic year or prior to the conclusion of the student-athlete’s athletic season verifying that the student-athlete was made aware of the potential reduction or cancellation of athletic grant-in-aid for the subsequent academic year (or semester).

4. At the conclusion of the academic year, the compliance staff will review renewals of athletic grants-in-aid with each coaching staff. The coaching staff will notify the compliance staff of any student-athletes whose aid will be reduced or canceled for the next academic year.

5. The Office of Financial Aid and the Department of Athletics will notify each student athlete that his/her athletic grant-in-aid will be reduced or not be renewed for the upcoming year. The letter reducing or canceling the athletics aid will be sent on or before July 1st before the upcoming academic year.

6. A student-athlete may appeal to the Department of Athletics a decision by the head coach to not renew or to reduce the amount of an athletic grant-in-aid. The student-athlete will have ten (10) business days from the date of the letter to notify in writing the Department of Athletics of his/her desire to appeal the reduction or cancelation of athletics aid.
7. The Associate Athletics Director/SWA or Compliance Coordinator will work with the Associate Director of Financial Aid to set up a meeting within ten (10) business days to hear the appeal. The following Rice University faculty/staff members will make up the committee to hear the student-athlete’s appeal: the Dean of Undergraduates, the Associate Director of Financial Aid, the Faculty Athletics Representative, the Chair of the Rice University Athletics Committee, and the Associate Athletics Director/Senior Women’s Administrator.

8. The committee will complete a review of the student athlete’s appeal within a reasonable time frame based on the facts presented by the student-athlete and the coach. Procedures for reaching a decision shall be at the discretion of the committee. After reviewing the case, the committee will issue a decision. The chair of the appeals committee will then notify in writing the student-athlete, coach and Athletics Director of the committee’s decision.

9. The decision of the committee will be final.

**TAX INFORMATION FOR SCHOLARSHIP STUDENT-ATHLETES**

The Department of Athletics recommends that student-athletes or their parents/guardians seek independent tax advice, regarding the applicable taxes associated with athletic financial aid. For U.S. citizens and resident aliens, tuition, fees, books and supplies are tax free; however, financial aid provided for room and board are taxable. Additionally, nonresident aliens are subject to special tax rules and such rules may differ from country to country. The United States has income tax treaties with certain countries, and under these treaties, tax may vary. We recommend you seek tax advice. The financial aid office or the Office of International students may be able to assist with questions.

**TEXTBOOKS**

**RICE ATHLETICS BOOK POLICY**

Those student-athletes awarded an athletic grant-in-aid that includes a loan of textbooks must adhere to the following policies:

1. The student-athlete may only receive books that are course-related and outlined in your syllabus.
2. Cannot receive course supplies (such as pens, paper, notebooks, etc.) unless required and outlined in the syllabus.
3. Cannot sell the books provided to you back to the bookstore, or anyone, for cash or any other tangible item.
4. You must return the books provided to you for the term at the end of the term based on the dates designated by the Department of Athletics. Failure to do so will result in a $50 fine.

5. If you have dropped a class, please contact the Department of Athletics immediately and return the books that are no longer needed.

6. You must return the books provided to you in good condition at the end of the term.

Failure to adhere to these policies (1) could affect your NCAA eligibility, (2) will result in a loss of your athletic financial aid that covers books, and (3) make you responsible for the cost associated with failing to return all of the textbooks that were issued to you.

RICE ATHLETICS BOOK SIGN-IN/PICK-UP PROCEDURE

Those student-athletes receiving financial aid that covers textbooks must complete a book card for books required by each course. The student-athlete will pick-up books at the Barnes and Noble’s Bookstore in the Student Center at a designated time (In season sports have priority in sign-up/pick-up procedures). Coaches will be notified of the times available for their teams to sign-up and pick-up their books each semester. All books received via the athletics department must be returned or paid for each semester. If they are not, the student-athlete’s account at the Cashier’s office will be charged $50 total and he/she will not receive any further books until the account is cleared. Details of the books procedure will be provided to the student-athletes in handout form. Late return fees will also be charged to the students. A student-athlete could lose his/her athletic financial aid for books if he/she fails to follow the proper procurement or return policy. UNDER NO CIRCUMSTANCES is a student-athlete to use his/her book financial aid to procure books for other student-athletes or students as this is an NCAA violation.

STUDENT-ATHLETE WELFARE

HAZING POLICY

Rice University Department of Athletics has a ZERO TOLERANCE hazing policy. Rice University strictly forbids any type of physical, written, or verbal abuse of members of any campus organization, athletic team or residential college at any time. Undue pressure to perform any activities that are contrary to the person’s beliefs or to the University’s educational pursuits or are illegal, unethical, or result in any type of personal humiliations, are considered hazing and are, therefore, PROHIBITED. Any violation of this policy will result in disciplinary action as administered by the Dean of Undergraduates. Any hazing activities for which student-athletes are involved will be strictly punished. Disciplinary action could include, but is not limited to, dismissal from your team, reduction or cancellation of your athletic financial aid, counseling, community
Despite the fact you may feel hazing activities build team unity; they actually tear a team apart, destroy self-confidence, leave lasting mental or physical scars or could even prove deadly. Hazing activities are not worth these consequences!!!

**RACIAL/ETHNIC/SEXUAL/RELIGIOUS HARASSMENT POLICY**

Rice University will not tolerate any form of racial, ethnic, sexual, or religious harassment. Anyone associated with Rice University athletics has the right to work/play in an environment free from harassment. Harassment may include, but is not limited to, verbal, or written remarks, or any act that questions or insults the dignity or denies the freedom of any person based on race, ethnicity, religion, handicap, or sexual orientation. Any such harassment will be considered a violation of the Student Conduct Policy and will result in disciplinary action. Additionally, failure to abide by these principles may result in your dismissal from your team and from athletic practice and competition. Your athletic financial aid also may be affected.

**STUDENT-ATHLETE GRIEVANCE PROCEDURE**

If a student-athlete has been hazed or racially/ethnically/sexually/religiously harassed, he/she should report the harassment to someone he/she is comfortable with sharing the information. This could include but not limited to the Dean of Undergraduate students, Master of your College, Rice counseling services, the Athletics Director, Faculty Athletics Representative, a coach, etc. All complaints will be taken seriously, thoroughly investigated, and handled in a confidential manner. Harassment of any kind, by anyone WILL NOT BE TOLERATED,

1. **Speak first with the head coach or coach involved.** Every effort should be made to work out any grievances at this level.

2. **If unsuccessful or you do not feel comfortable discussing with your head coach or assistant coach(es), seek out the Athletics Director or another athletic department administrator.** Be sure you have tried to resolve the problem with your coach because the first question asked of the student-athlete is whether the problem has been brought to the attention of the head coach. It is hoped that all matters can be resolved “in-house.” However, should problems still exist or you are uncomfortable with discussing with the athletic department staff, the following administrators outside the department may be contacted for assistance:
   a. Dean of Undergraduate students
   b. Master of your College
   c. Faculty members
   d. Faculty Athletic Representative
3. Other avenues available to the student-athlete to discuss problems or areas of concern within their sport or the athletic department. These consist of the following:
   a. Anonymous evaluation forms are distributed at the conclusion of sport season to every student-athlete, which can then be completed and returned to the Athletics Director.
   b. Exit interviews conducted by the athletic department and by members of the Rice University Athletic Committee. Any graduating senior can request an interview with the Director of Athletics, Faculty Athletic Representative or Rice University Athletics Committee.
   c. The Student-Athlete Advising Committee can also function as a forum for student-athletes to discuss matters that they feel are important for student-athlete welfare.

**GAMBLING**

Staff members of the athletics department and student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution; or
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling. This would include, but not be limited to, all types of sports pool wagering (i.e. a NCAA basketball pool).

It is very important to remember that involvement in any of the above activities would involve not only the possible forfeiture of games and/or events, and the forfeiture of your athletic financial aid; but also could result in state or federal charges being brought against the individual or individuals involved. Remember that even sharing information about team matters such as injuries, strategy, or starters can be used by gamblers and could be construed as being illegal.

Further, student athletes are reminded that when they are on an athletic department sponsored road trip representing Rice University they are to refrain from any gambling or gaming activity. Such actions would include, but not limited to, card games, casinos, gambling machines, games of chance, horse racing, etc.

**ALCOHOL AND TOBACCO USE**

The Rice Alcohol Policy does not and has never allowed students under the legal drinking age to consume alcohol. Absolutely no alcohol is to be carried or consumed while representing the University. The NCAA prohibits the use of tobacco products.
during practice and competition by student-athletes, coaches, trainers, managers, and game officials. Issues with any of the above could affect your status with the team.

WEIGHT ROOM POLICY

AUTHORIZED USERS: Recognized users of the varsity weight room are current student-athletes, athletics department staff members (full-time or part-time), athletic department staff spouses and children that are 16 years old and up, and former varsity student-athletes that are pursuing their degree or a career in professional sports. Any other lifters must have prior permission from the Athletics Director or Assistant Athletic Director of Strength and Conditioning. Varsity student-athletes will be assigned lifting times. Former varsity student-athletes and Department of Athletics staff may lift between 11:00 a.m. and 1:00 p.m. Special hours and lifting times must be scheduled on school holidays, over breaks (Spring Break, Christmas, Thanksgiving, and summer) or as otherwise determined by the Assist Athletic Director of Strength and Conditioning.

RULES AND REGULATIONS: The following rules are in effect at all times for all recognized users of the weight room:

1. Be early to assigned lifting times. Communicate when issues arise that will cause you to be late or miss a lifting session…make-up sessions are mandatory and a non-contact miss will require extra effort by athlete.
2. Rice University issued attire must be worn at all times when using the facility. This refers to shirts (not cutoff above the waist, no jog bras), shoes (no sandals) and shorts or sweats. Blue, gray, black, and white are acceptable colors in lieu of Rice issued clothing. We have prospective student-athletes in the weight room constantly and it is important to show our pride and support our school.
3. Collars are to be used on all free weight bars, and on platform lifts when necessary. Weights should be returned to the proper rack upon completion of the lift. This helps ensure safety of all student-athletes.
4. Weight belts and other implements (for example, jump ropes, cones), which were used during a workout, should be returned to their proper place when the workout is finished.
5. Weight room staff offices are off-limits unless permission has been given by a strength coach.
6. Music will be played on random mode whenever possible, with a variety of music selections at any time. Any request for particular music to be played will be granted by adding that music to the mix. At no time will a student-athlete be allowed to change the music or the volume of the music without first obtaining permission from weight room staff. The playing of any music with objectionable lyrics will be denied. Headphones, earpiece, “walkman” headsets are prohibited because of safety concerns, and the high-risk nature of free weight exercises requires the student-athlete to be able to hear direction from the strength coach at all times.
7. **Cell phones are prohibited in the weight room.**

**LOSS OF PRIVILEGE:** Varsity student-athletes and other authorized users are subject to loss of privilege for any of the following reasons:

1. Willful violation of rules and regulations.
2. Failure to qualify as a continuing member of an athletic team.
3. Withdrawal as a member of an athletic team.
4. Suspension/dismissal from an athletic team. Note: Use of the varsity weight room will be denied until the student-athlete is reinstated as a continuing member of an athletic team.
5. Discontinuation of status as athletic department staff.

**STUDENT-ATHLETE EQUITY POLICY:** All student-athletes are equally important and should be treated alike. Discriminatory behavior on the part of any strength coach toward any student-athlete, or of any student-athlete toward another student-athlete on the basis of sex, race, or ability will not be tolerated in any form. Any such behavior will be punished by immediate removal from the facility of the individual(s) engaging in the said behavior, further discipline will be determined by the Assistant Athletic Director of Strength and Conditioning and/or assistants.

**IMPORTANT LIFTING AND SPOTTING GUIDELINES**

1. Serious injury may occur as the result of improper lifting technique or failure to use proper safety precautions. Your job as student-athlete is to monitor technique and make any necessary corrections as directed by strength coach. Weight belts are encouraged during squatting and platform exercises. Be available to spot an student-athlete when attempting a heavy weight, or if new to a particular exercise.
2. Report any weight room related injury to your strength coach immediately. If you ever have any technique questions ask them at any time.
3. Injuries and/or issues that pertain in any way to your workout regimen need to be communicated with your assigned athletic trainer prior to workouts so proper treatment can be administered and that trainer can communicate with the strength staff to make adjustments to your workout as needed.
4. Be aware of other lifters at all times. Student-athletes should never try and save a lift. If you lose control of a lift, you should let go of the bar. If there are student-athletes lifting pay attention and be ready to spot or otherwise assist if necessary. Make contact with the student-athlete; let him/her know you are there and paying attention.
TRAINING ROOM RULES

Hours of Operation

In Season: 6:45 am – 11:45 am, 1:00 pm – 6:00 pm Monday – Friday
2:30 pm – 4:30 pm Sunday

- Times subject to change based upon practice, travel, and game schedules
- 6:45 am Mandatory treatment if you are injured or hurt, treatments will also be scheduled according to your class and workouts.
- Mandatory pre-practice treatment

Off Season: 8:00 – 12:00, 1:00 – 5:00 Monday – Friday (Subject to workouts)
- The athletic training room will open 45 minutes prior to any scheduled workout time.

Physician Policy

- If you see a physician outside the athletic training room without the permission of the Head Athletic Trainer, the Rice University Athletic Department is not responsible for any expenses incurred.
- You are entitled to a second opinion concerning any athletic injury, at your own expense.

2. No shoes in the athletic training room.
4. No food or drink in the athletic training room.
5. No smokeless tobacco.
6. No lounging or horseplay.
7. Do not remove the towels from the athletic training room.
8. No profanity, racial, or sexual comments or harassment.
9. Ankles must be either taped or braced prior to practice.
10. No spatting unless approved by the team trainer – Football only.
11. Injured players must continue to attend all team meetings and functions in the appropriate dress, unless prior approval is obtained from the Head Coach.
12. Injured players must be in the team dress of the day unless released by the Head Coach or team trainer.
13. If you are sick or injured, you must call or come by the athletic training room first thing in the morning...DO NOT WAIT UNTIL RIGHT BEFORE A SCHEDULED TEAM PRACTICE, COMPETITION OR FUNCTION!
14. If you get sick or injured during the night, call one of the athletic training staff members. If it is an emergency, follow the after hours emergency plan, then contact your staff athletic trainer.

RICE STUDENT-ATHLETE HANDBOOK 2009-2010

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EMERGENCY MEDICAL INFORMATION

EMERGENCY MEDICAL PLAN- AFTER HOURS

In the event of an emergency after office hours, the following plan should be initiated:

1. Report to Memorial Hermann Hospital emergency room. The emergency room is located off MacGregor Street, one block past Fannin Street.
2. Inform the receptionist you are a Rice University student-athlete.
3. Have the hospital contact:
   Clint Haggard
   Head Athletic Trainer
   Cell: (832) 286-6765

EMERGENCY PHONE NUMBERS

Rice Student Health Center: (713) 348-4966
Memorial Hermann Hospital (713) 448-7625
Campus Police: (713) 348-6000

SPORTS AGENTS

Rice University is committed to providing its student-athletes every opportunity to succeed academically and athletically. Part of this commitment is helping Rice student-athletes be better informed about obtaining competent, professional and ethical representation should they decide to pursue a professional athletics career. Rice University is committed to cooperating with and providing assistance to all player agents who abide by the rules of the National Collegiate Athletics Association (NCAA), the Texas Athlete Agent Act and Rice University.

Any player agent who acts in a manner which violates any rules set forth by the NCAA, the Texas Athletic Agent Act, or Rice University will be reported to the Secretary of State for the State of Texas and the appropriate player’s association. In addition, the player agent will be prohibited from any future contact with any Rice University student-athletes. The provisions of this policy apply to all “athlete agents,” as defined in the Texas Athlete Agents Act, Texas Occupations Code Ch. 2051.

NCAA rules strictly prohibit student-athletes from entering into any type of agreement (including verbal agreements) with an individual to represent that student-athlete in marketing his or her athletic skills at any point in the future. NCAA rules also prohibit student-athletes from receiving any type of benefit (including, but not limited to, meals, travel, loans and benefits to family members or friends) from sports agents or individuals affiliated with sports agents. Receipt of benefits from financial planners based on the
student-athlete’s earning potential as a professional athlete is also prohibited by NCAA rules. Rice University is committed to protecting the eligibility of our student-athletes and enforcing its policies, the laws of the State of Texas and the rules of the NCAA. If you are unclear as to whether your actions as a sports agent adhere to these pieces of legislation, please feel free to contact the Assistant Athletics Director for Life Skills for assistance.

Rice University requires that all player agents and their associates comply with the following policies in all interactions with Rice University student-athletes:

1. All athlete agents interested in representing a student-athlete from Rice University are required to register with the State of Texas pursuant to the Texas Athlete Agents Act [http://www.sos.state.tx.us/statdoc/faqs2500.shtml]. Additionally, player agents are asked to register with the Rice University Department of Athletics. Registration with the Department of Athletics is valid from July 1 through June 30 of the following year. Registrations must be renewed yearly thereafter by amending the existing information so that it is accurate and current;

2. Any and all contact with a Rice University student-athlete with eligibility remaining must be arranged through the Rice University Department of Athletics. So long as a student-athlete has eligibility remaining, athlete agents are prohibited from initiating contact, other than as indicated in provision #3 and #4 below, with a Rice student athlete and/or his/her parents or other representatives. All communication and meeting requests must be initiated by the student-athlete and/or his/her parents. All such meetings and interviews will be arranged with the assistance of the Rice University Assistant Athletics Director for Life Skills;

3. Athlete agents may send written materials to a student-athlete ONLY if the Compliance Office is provided with a copy of the materials and the athlete agent is registered with the state of Texas and the Rice University Department of Athletics. This correspondence will be kept in the student-athlete’s file and will be distributed when appropriate. Likewise, student-athletes will direct correspondence to player agents or provide copies of all such correspondence to the Rice University Assistant Athletics Director for Life Skills;

4. Player agents and their runners and/or representatives are prohibited from any type of contact (including but not limited to phone calls, letters, email messages, fax messages, and communications in person) not made under the supervision and assistance of the Rice University Assistant Athletics Director for Life Skills with a student-athlete, their spouse, parents, or legal guardian while that student-athlete remains eligible for intercollegiate competition. Please note that the ONLY form of communication which is permitted (unless initiated by a student-athlete in their final year of eligibility) is
written communication, and then, only when copied to the Rice University Assistant Athletics Director for Life Skills;

The following NCAA Bylaws Govern Interaction between Student-Athletes and Athlete Agents:
1. Under NCAA Bylaw 12.3, a student-athlete (any individual who currently participates in or who may be eligible in the future to participate in intercollegiate sport) may not agree verbally or in writing to be represented by an athlete agent in the present or in the future for the purpose of marketing the student-athlete's ability or reputation. If the student-athlete enters into such an agreement, the student-athlete is ineligible for intercollegiate competition.
2. Also, a student-athlete may not accept transportation or other benefits from an athlete agent. This prohibition applies to the student-athlete and his or her relatives or friends.
3. The term "agent" includes actual agents, runners (individuals who befriend student-athletes and frequently distribute impermissible benefits) and financial advisors.
4. Please see the following NCAA brochure regarding agents for additional information:

   [Link to NCAA brochure]

In accordance with the Texas Athlete Agent Act:

1. Rice University will establish dates on which interviews may be held with Rice University student-athletes during the academic year. In addition to the already mentioned provisions, player agents are required to adhere to the following guidelines relating to the interview program:
   a. As mentioned above, interviews with student-athletes are to be arranged by mutual consent of the student-athlete and the player agent and must be arranged through the Rice University Compliance Coordinator. Interviews will be held in a location to be determined by the Rice University Compliance Coordinator and Assistant Athletics Director for Life Skills;
   b. Rice University will designate a period in the spring term for student-athlete/agent interviews in the sports of football, men’s basketball, women’s basketball, soccer, and volleyball; a period in the fall term will be designated for student-athlete/agent interviews in the sports of baseball, golf, swimming, men’s tennis, women’s tennis, men’s track, and women’s track.
   c. Interviews will be arranged only between player agents who have registered with both the Secretary of State for the State of Texas and the Rice University Department of Athletics and student-athletes who have exhausted their eligibility of intercollegiate competition at Rice University, are entering their final year of competition during the
following academic year, or have officially applied for entrance into the NFL or NBA drafts;

2. In accordance with the Texas Athlete Agent Act, contact with a student-athlete at Rice University outside the interview period is limited to written correspondence that complies with the above policies; and

3. Provided the player agent has complied with the rules of the NCAA, the Texas Athlete Agent Act, and Rice University, the Rice University Compliance Coordinator and Assistant Athletics Director for Life Skills will attempt to accommodate all registered player agents’ requests for interviews with student-athletes.

The Compliance Coordinator will submit this policy to the Rice University Athletic Committee for approval. Upon recommendation for adoption by the Rice University Athletic Committee the policy shall be filed with the Secretary of State within 30 days of approval.

1. An annual review of the policy shall be conducted and any amendments to the policy will be recommended for adoption by the Rice University Athletic Committee and the amended policy will be filed with the Secretary of State within 30 days from the date of approval.

2. The Associate Athletic Director for Compliance shall organize and supervise the student athlete/agent interview policy to ensure the compliance of the student-athletes/agents with the State of Texas Athlete Agents Act and the rules adopted under the Act.

3. The Associate Athletic Director for Compliance will provide the student-athletes and the registered agents with a copy of this policy.

4. Any questions regarding the policy or compliance with the Athlete Agents Act should be addressed to the Associate Athletic Director for Compliance.

**EXTRA BENEFIT POLICY**

An extra benefit is any special arrangement by an employee or representative of the institution’s athletics interest (booster) who provides a prospective or enrolled student-athlete or their family a benefit that is not expressly authorized by the NCAA. Benefits or services may be provided if it is demonstrated that they also are available to the entire student body. If a student-athlete accepts any benefit that has been offered because of their athletics ability, then that student-athlete could possibly lose all eligibility for participation in intercollegiate athletics.

Representatives of Rice University’s athletics interest, or more commonly referred to as boosters, may provide student-athletes summer employment opportunities. Employment is permissible provided compensation is only for work actually performed and at a rate commensurate with the going rate in that locality for similar services. Boosters also may invite a team to their home, but not a local restaurant, for dinner. Boosters can meet with...
a group of alumni in a city where a Rice University team will be playing. Boosters should note that they cannot have any direct contact with prospective student-athletes for purposes of recruiting them to Rice.

Boosters are precluded from providing current Rice University students and prospects with gifts of clothing or equipment; free or reduced-cost housing or services; cash or like items or the co-signing of loans; employment arrangement for a prospect’s relative; or rentals or purchases of any type.

Additionally, there are other services that cannot be provided to enrolled student-athletes or prospects by a booster or a member of Rice University’s Department of Athletics. These include: providing use of an automobile; paying room, board or transportation cost incurred by friends or family visiting Rice University’s campus or attending Rice University’s athletic events, unless permitted during an official visit; providing payment to someone to do class work/projects; providing free medical or professional services when a fee is normally charged; providing a student-athlete or his/her friends or relatives free use of a telephone for long distance calls; use of personal funds to entertain student-athletes, his/her friends or relatives; or use of the department of athletics laundry facilities for personal use.

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**EQUIPMENT POLICY**

A student-athlete may not accept athletics equipment, supplies or clothing (e.g., tennis racquets, golf clubs, hockey sticks, balls, and shirts) from a manufacturer or commercial enterprise. Such items may be provided to the student-athlete’s institution, to be used by the institution’s team in accordance with accepted practices for issuance and retrieval of athletics equipment. [16.12.2.6]

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**EMPLOYMENT POLICY**

1. At the beginning of each academic year, Rice University administrative officials (Assistant Athletics Director for Compliance) will review with all student-athletes the application of NCAA Bylaw 15.2.6, Student-Athlete Employment along with Rice University’s policy and procedure for monitoring the employment of student-athletes.

2. At the conclusion of this meeting each and every student-athlete will certify that he/she is aware of and understands the NCAA regulations and Rice’s position that surround student-athlete employment by signing the Student-Athlete Employment Certification form (Form #1).
3. Before employment may begin, a student-athlete must contact the Assistant A.D. for Compliance to report his/her intention to work. Failure to contact the Compliance Office prior to commencing employment could result in the reduction or loss of the student-athlete’s athletic scholarship. Also the failure to comply with this NCAA rule could result in a major rules violation and could jeopardize the team’s eligibility for championships. The Assistant A.D. for Compliance will review the NCAA rules regarding employment and the student-athlete will complete the top portion of the Student-Athlete Employment Verification form (see appendix). The student-athlete will verify the accuracy of the information with his/her signature. Once the form is signed the student-athlete must submit the form to the Compliance Office.

4. The student-athlete Employment Verification form, accompanied by a letter explaining the NCAA rules and guidelines will then be forwarded to the employer to verify that the information is accurate. The employer will certify they have read and understand the rules regarding student-athlete employment by signing this form in the appropriate place.

5. Once the completed form has been returned from the employer to the Assistant A.D. for Compliance and approved by the appropriate individual, the Assistant A.D. for Compliance will set a meeting with the coach to discuss all the information concerning the student-athlete’s intention to work during the academic year. At this time the coach and the Assistant A.D. for Compliance will sign the Student-Athlete’s Employment Verification form and the student-athlete will be permitted to begin work. A copy of the Verification form will be sent to the office of the Athletic Director to be placed in his/her permanent file. The student-athlete and his/her respective coach will also receive a copy for their files.

6. The Assistant A.D. for Compliance will make periodical checks with the employer to ensure that all the guidelines are being followed and that the student-athlete stays in compliance with the NCAA rules. These periodical checks will be done both on the phone and in person by visiting the work place of the student-athlete (see appendix). Each coach will be responsible for keeping track of each of their student-athletes by making a phone call or in-person visit with employers once a month.

**COMPLIMENTARY ADMISSIONS POLICY**

The following procedures will be used for all athletic events that charge admission for that contest:

All arrangements for the distribution of complimentary admissions to Rice University PSAs for home events where admission is charged will be administered by the Rice University Ticket Office and a designated representative of the coaching staff of each sport (i.e. Head Coach, Assistant Coach or Administrative Assistant).
Student-Athletes have the opportunity to receive four (4) complimentary tickets for regular season home contests. In the event of postseason play, student-athletes will be eligible to receive six (6) complimentary tickets.

Complimentary admissions to prospects are prohibited during the period when it is not permissible to make official or unofficial visits. Athletic staff members are not permitted to make arrangements for additional admissions to be purchased by a PSA on an unofficial visit.

Responsibility for Completion:

Rice coaches will be required to complete a “RU Prospect Admission” card that lists up to three names and the name of a student host. The names on the card will be entitled to receive complimentary admissions. The coach will complete and sign the card, designate whether the visit is official or unofficial, then forward to the Ticket Manager prior to each home event.

These passes, or tickets, will not possess an audit stub that will prevent the ticket from being resold. The admission pass in the envelope will designate the reserved seat location. Identification and signature are required to obtain admission tickets. Prospect admissions will be issued only at the Players Ticket gate that will be located immediately adjacent to the turnstile. Once receiving the admission pass, the recipient must proceed immediately into the arena. The cards will be returned to the Ticket Manager immediately upon the closing of the Player Ticket gate.

For events that sell only general admission, the Ticket Manager will be responsible for forwarding the cards to the head ticket taker at the gate. Since no reserved or advance ticket is sold, the eligible person shall be present him/herself at the gate and provide identification and signature for admittance. The cards will be returned to the Ticket Manager immediately upon the closing of the gate.

**STUDENT HOST INSTRUCTIONS**

All athletic recruiting visits will be conducted according to Rice University’s high standards of ethical behavior. Accordingly, the following rules apply to campus recruiting visits:

1. The purpose of a campus recruiting visit is to allow prospective student-athletes and their families fairly and ethically to assess their opportunities for academic and athletic success and integration into the collegiate experience at Rice University, while at the same time allowing Rice to evaluate a prospective student-athlete for admission and participation in Rice’s intercollegiate program.
All participants in a campus recruiting visit (including prospective student-athletes and Rice student-athletes and staff) share a responsibility to facilitate the goals of the visit through conduct that adheres to acceptable forms of community behavior, withstands public scrutiny, and serves to maintain public confidence in the integrity of Rice University and the individuals involved.

2. During any campus recruiting visits, Rice team members, and prospective student-athletes must follow all NCAA and Rice University rules, including general Rice policies and procedures as well as athletics department and team rules. It is the responsibility of Rice student-athlete hosts and the coaches for the respective sport to inform a prospective student-athletes of any rules relevant to the recruiting visit or relevant to any situations which the prospect may encounter.

3. A student host must be a current Rice student-athlete, or a host may be designated in a manner consistent with Rice’s manner for providing hosts for non-athlete prospective students. Hosts and Rice Athletics staff should strive to provide prospective student-athletes a reasonable and appropriate environment that resembles the customary lifestyle of an enrolled student-athlete.

4. Hosts and prospects are required to conduct themselves at all times in a manner that reflects a high degree of personal integrity, consideration and responsibility and which will not discredit or harm themselves, any other individual, or Rice. The host may not engage in, shall take reasonable action to prevent prospects from engaging in, and shall not expose prospects to any activity that may harm the safety or well-being of any person. Hosts and prospects shall maintain the good reputation of Rice and will refrain from any conduct that may damage the University’s or department’s reputation.

5. Host money will be used only for food and entertainment; it is forbidden to use such funds for alcohol or any other activity that may reflect poorly on Rice or the department or for any tangible item (e.g., t-shirts, souvenirs, etc.). Other than on-campus pubs, hosts may not take recruits to any bar or any club that has a minimum age of 21 for entry.

6. In providing a prospective student-athlete with air transportation to the Rice campus, Rice shall provide only coach-class, commercial air transportation, without the use of upgrades. No special vehicles (as defined by the NCAA) shall be used to transport prospects during their recruiting visit. Only standard lodging at area hotels or on campus shall be provided and shall not include any special accessories or amenities that are not available generally to all guests of the lodging establishment. All meals must be of substantially the same nature as those served on campus.

7. Rice is prohibited from engaging in miscellaneous, personalized promotional activities or any “game-day simulations” (as defined by the NCAA) during a recruiting visit. Prospective student-athletes are allowed, at the discretion of the
Head Coach, to be present in the locker room before or after a competition or to stand on the sidelines during pre-game activities prior to being seated in regular seating areas during the athletic event.

8. Any conduct that violates this policy may result in Rice ceasing to recruit the prospect, and may also result in other disciplinary action, including the host’s loss of privileges, loss of scholarship, or dismissal from the team or the University. Rice Athletics staff members engaging in or condoning violations of this policy will be held personally accountable and may be subject to institutional discipline.

9. Rice has developed forms for both the student host and the potential Rice student-athlete to sign. These must be signed and turned in with the statement of visitation.

**RICE DRUG TESTING POLICY**

1. **INTRODUCTION**

1.1 The improper use of drugs and supplements has become a matter of deep concern within our society. Many lives are damaged, and in some cases destroyed, by drug abuse. Rice University is determined to help all students avoid such hazards, through its established policies on drug abuse that apply to all members of the academic community. However, this policy is specially designed for the members of our intercollegiate athletic teams. It is based on the premise that drugs and athletics do not mix.

1.2 First, many drugs, when used in conjunction with athletic activities or physical conditioning programs, can pose serious risks to the health of the athlete and may endanger other persons in contact with the drug user. Symptoms of illness, temporary or permanent injury, and even death can be caused by such drug use.

1.3 Second, the use of certain drugs temporarily may improve some types of athletic performance and thereby create an unfair competitive advantage for the person using them. Such uses of drugs violate the basic principles of sportsmanship.

1.4 Third, intercollegiate athletes frequently become highly publicized role models and their use and abuse of drugs can negatively influence other young people as well as damage the reputation of the institution.

1.5 This Drug Testing program is administered by the Athletic Director of Rice University and his/her designee.

1.6 This Drug Testing policy is valid for the entire calendar year.

2. **BASIC POLICY REQUIREMENTS**

2.1 The purposes of this drug screening and counseling policy are (1) to help student-athletes avoid improper involvement with drugs and supplements, by requiring that they
are well informed about drugs and drug use and abuse; (2) to detect possible prohibited drug use through a screening program based on periodic testing designed to reveal the use of drugs; (3) to assist in the rehabilitation of student athletes found to be misusing drugs; and (4) in appropriate cases, to remove from our athletic programs any student athlete who is found to have violated the requirements of this policy.

2.2 The Drug Testing Policy will be distributed to all Rice University Student Athletes each year at the time of the yearly physical exam. In addition, a copy of the policy will be distributed to all Athletic Department staff each year in August.

2.3 To become and remain a participant in Rice University's intercollegiate athletics programs, you must comply with the terms of this policy on drug education and drug screening and counseling. Accordingly, you must read these requirements carefully and indicate that you are willing to abide by them by signing your name at the space provided on the last page. If you decide not to sign, you will not be permitted to participate in University intercollegiate athletic programs.

2.4 This policy details the Athletics Department MINIMUM regulations and actions that shall be adhered to regarding substance use and abuse issues.

2.5 Rice University student-athletes are prohibited from using or being under the influence of illegal drugs or other substances prohibited by the National Collegiate Athletics Association ("NCAA") (such prohibited drugs are defined in Section 3). The abuse of and/or dependency upon legally permitted substances (as defined herein) is also prohibited.

2.6 Student-athletes may be subject to disciplinary action in cases where drug testing (as herein described) shows the athlete to be in violation of this policy.

2.7 Student-athletes arrested and charged by law enforcement authorities for involvement in the illegal possession and/or illegal distribution of drugs through any means (transfer or sale), may be subject to urinalysis, immediate suspension and/or dismissal from all athletic teams and cancellation of all athletic aid as permitted by institutional policy and the National Collegiate Athletic Association (NCAA) Bylaws and Constitution.

2.8 NCAA regulations may mandate additional drug testing and penalties for use of prohibited substances.

2.9 During the yearly preseason meetings for each sport, as designated by the head coach, a presentation will be given concerning the importance and need for the drug testing policy, in addition, the use of over-the-counter supplements will be discussed and the student athletes will be referred to additional information located within the Resource Exchange Center at: www.drugfreesport.com/rec.

PROHIBITED DRUGS

3.1 The Athletics Department shall inform the student-athletes about the substance abuse policies (requirements and procedures) of both the University and the NCAA. Athletes shall be given written information on both policies by an athletic administrator on a yearly basis as outlined in section 2.2 above and mandated by the NCAA manual.

3.2 Some of the drugs prohibited under this policy are illegal (that is, the law prohibits their sale, purchase, or possession). Others may be obtained by medical prescription for a legitimate medical diagnosis. Some may be purchased lawfully "over the counter" in
retail stores. But all prohibited drugs are incompatible with the integrity of Rice’s athletic programs.

3.3 No student-athlete, during the period of his or her eligibility to participate in intercollegiate athletics, shall use any of the drugs prohibited by the NCAA. Refer to the NCAA web site for an updated list of Banned Drugs: www1.ncaa.org/membership/ed_outreach/health-safety/drug_testing/index.html. The prohibition also applies to NCAA championship and post-season events certified by the NCAA. The NCAA list of Banned Drug Classes is also published each year in the NCAA manual for that year and attached to the Summary of NCAA Regulations provided to all student-athletes at the beginning of each academic year. A student-athlete who, as a patient, is prescribed a prohibited drug by a licensed physician may continue to participate in athletics if: (1) with respect to possible risks to the health of the patient, the attending physician certifies in writing that specified athletic activity safely may be undertaken and the patient executes a prescribed waiver which relieves Rice University of any responsibility for illness or injury attributable to engagement in athletic activity while under the influence of the prescribed medication; and (2) with respect to possible performance-enhancing effects, the patient's attending physician, in consultation with Rice University's medical and athletic authorities, can and does implement a schedule of medication that precludes such performance-enhancing effects during times relevant to intercollegiate athletic competition that must be approved by the NCAA prior to implementation of the drug regimen.

3.4 The Athletics Department does not condone the use of over-the-counter supplements of any kind by our student-athletes. Student-athletes that choose to consume over-the-counter supplements should ensure that the substance does not contain any banned additives. One resource available is located on the internet at: www.drugfreesport.com/rec. The risk that over-the-counter supplements may contain banned substances and cause a student-athlete to test positive on drug test is too great.

3.5 Legally Permitted Substances: The abuse of and/or dependency upon legally permitted substances including legally obtained alcoholic drinks, tobacco, prescription drugs and other legal substances is prohibited. A student-athlete's participation may be restricted (as described in section 5 of this document) when the above legally permitted substances adversely affect performance or endanger his/her well-being or that of his/her teammates, whether or not such substances are banned by the NCAA.

SCREENING PROGRAM

4.1 By agreeing to participate in this athletic program, a student-athlete agrees to submit to the drug tests administered by Rice University to reveal the use of any of the drugs listed above. The test to be used for drug screening is either urinalysis or oral swab. However, other types of tests from time to time may be utilized to determine the presence of prohibited drugs.

4.2 Testing may be done throughout the year on a random basis. Any athlete may therefore be tested once, twice, several times a year or not at all. The dates for each testing and the athletes to be tested will be determined by the Director of Athletics in consultation with the Head Athletic Trainer. The Head Coach and/or Athletic Trainer of the athlete(s) to be tested will be notified prior to the testing. The athletes themselves
will receive no advance notification of the specific dates. Testing may be done at any time. In addition, anytime that a Rice University Employee has a reasonable suspicion that a student-athlete is under the influence of any substance, the student-athlete is susceptible to an immediate test based on reasonable suspicion administered by oral swab or urinalysis by the Head Athletic Trainer or his/her designee.

4.2.2 Consequences of failure to participate in or cooperate with testing.
4.2.2.1. If the student-athlete refuses to be tested or attempts to manipulate or adulterate a specimen, he/she will be deemed to have a positive test result and the procedures prescribed in Section 5 will be applied.

4.3 Medical Exemptions- Student athletes requesting medical exemptions for substances provided by a medical doctor must notify Rice University Athletic Department with a written letter from the prescribing physician as to why the student athlete is taking an illegal substance. This letter must be received within 24 hours of notification of said test.

4.4 Safe Harbor: If a student athlete determines that he/she has a problem with drug use and/or abuse, that person may voluntarily come to a member of the athletic department staff prior to 24 hours before notification of the next scheduled drug test to submit to testing and counseling without fear of retribution from the institution. The student athlete will be placed into testing and counseling and given a maximum of 3 positive drug screens over the next 60 days without consequence.

4.5 Eligibility: Any student who is receiving athletically related aid from Rice University is eligible for the screening process; this includes red-shirts, 5th year seniors, medical disqualifications, student athletic trainers, and student managers.

CONSEQUENCES OF IMPERMISSIBLE DRUG USE

When prohibited drug use has been verified through positive test results, the Director of Athletics, Head Trainer, the Head Coach, any other appropriate University officials and the athlete will be notified in writing.

5.1 First Occasion

5.1.1 Notification and Counseling. If the positive test is confirmed, the athlete will be warned, may be asked to notify his/her parents, if he or she is under the age of 21 or a dependent student, and be referred for counseling.

5.1.2 Follow-up testing. The student will retested later in the same academic year and be subject to regular and/or random testing for as long as is deemed appropriate by the Athletics Director, or designee, and the Athletics Team Physician.

5.1.3 Suspension or discontinuation of athletic eligibility. Even with respect to a first known occasion of drug use and abuse, the student may be suspended from athletic participation for a stated interval of time or may have his or her eligibility permanently canceled by the institution in accordance with section 2.6. If the student is suspended, he/she will have to test negative and meet any other specified requirements prior to being reinstated. If eligibility is canceled, the Director of Athletics will recommend to the Rice University Committee on Student Financial Aid that the student’s financial aid be terminated at the time of renewal. The parents of minor students and dependent students must be notified of any suspension or cancellation of eligibility.
5.2 Second Occasion

5.2.1 Suspension or discontinuation of athletic eligibility. The second time an athlete tests positive for prohibited drug use, he/she will be automatically suspended from competition in intercollegiate athletics for a period equal to 10% of the scheduled competitions. The student may continue to use student-athlete support services, but may practice only at the discretion of the sport’s Head Coach. However, if the drug abuse falls within the scope of section 2.6 above, the student may have his or her eligibility permanently canceled by the institution. If eligibility is canceled, the Director of Athletics will recommend to the Rice University Committee on Student Financial Aid that the student’s financial aid be terminated at the time of renewal. The parents of minor students and dependent students may be notified of any suspension or cancellation of eligibility.

5.2.2 Counseling and rehabilitation. Appropriate medical and psychological monitoring and counseling may be required for the student for the duration of any period of suspension, and thereafter for as long as the Athletics Director, or designee, and the Athletics Team Physician, deem appropriate.

5.2.3 Follow-up testing. Once the period of suspension is completed, a follow-up test will be conducted. A negative result and compliance with any other specified requirements may make the student-athlete eligible to return from the suspension based upon the decision of the sport’s Head Coach and the Athletic Director. Following reinstatement, the student may be subject to weekly and/or random testing for as long as deemed appropriate by the Athletics Director, or designee, and the Athletics Team Physician.

5.3 Third Occasion

5.3.1 Cancellation of eligibility. The third time an athlete tests positive for prohibited drug use, athletic eligibility of the student will be canceled permanently and the Director of Athletics will recommend to the Rice University Committee on Student Financial Aid that the student’s financial aid be terminated at the time of renewal.

5.3.2 Notification of parents. The parents of students under age 21 and dependent students may be notified of any such cancellation of eligibility as a result of a drug violation.

**APPEALS PROCESS**

6.1 Appeals concerning the results of a positive test or the misuse of a testing sample must be made in writing by the student athlete to the Director of Athletics within thirty (30) days of notification of testing.
6.1.1 Once the Athletic Director has received the letter requesting an appeal, he/she must determine merit for the appeal, and then consult the Senior Executive Athletic Director, Senior Women’s Administrator, Head Athletic Trainer, and Medical Director to determine if the drug test in question should be upheld or dismissed.
6.1.2 The student athlete will receive written notification of the Athletic Director’s decision within 30 days of receiving the notification of appeal.
NCAA DRUG TESTING POLICY

30.5.2 NCAA Drug Testing Consent Form
The following procedures shall be used in administering the drug-testing consent form required in Bylaw 14.1.4 (see Constitution 3.2.4.7); (Adopted: 1/10/92 effective 8/1/92)
(a) The consent form shall be administered individually to each student-athlete by the director of athletics or the director of athletics' designee each academic year;
(b) The Athletics Director or Athletics Director Designee shall disseminate the list of banned drug classes to all student-athletes and educate them about products that might contain banned drugs. All student-athletes are to be notified that the list may change during the academic year, that updates may be found on the NCAA Web site (i.e., www.ncaa.org) and informed of the appropriate athletics department procedures for disseminating updates to the list; and (Adopted: 4/27/00)
(c) The consent form shall be kept on file by the director of athletics and shall be available for examination upon request by an authorized representative of the NCAA.

18.4.1.5 Ineligibility for Use of Banned Drugs
A student-athlete who is found to have used a substance on the list of banned drug classes, as set forth in Bylaw 31.2.3.4, shall be declared ineligible for further participation in postseason and regular-season competition in accordance with the ineligibility provisions in Bylaw 18.4.1.5.1. The certifying institution may appeal to the Committee on Student-Athlete Reinstatement for restoration of the student-athlete's eligibility if the institution concludes that circumstances warrant restoration.

18.4.1.5.1 Duration of Ineligibility
A student-athlete who tests positive (in accordance with the testing methods authorized by the Executive Committee) shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun for that student-athlete or a minimum of the equivalent of one full season of competition in all sports if the student-athlete tests positive during his or her season of competition (i.e., the remainder of contests in the current season and contests in the subsequent season up to the period of time in which the student-athlete was declared ineligible during the previous year). The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (i.e., 365 days) after the student-athlete's positive drug test and until the student-athlete tests negative (in accordance with the testing methods authorized by the Executive Committee) and the student-athlete's eligibility is restored by the Committee on Student-Athlete Reinstatement.

18.4.1.5.1.1 Breach of NCAA Drug-Testing Program Protocol
A student-athlete who is in breach of the NCAA drug-testing program protocol (e.g., no-show, tampering with sample) shall be considered to have tested positive for the use of any drug other than a "street" drug.
### NCAA Banned-Drug List for 2009-2010

#### NCAA Banned-Drug Classes

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org/health-safety for the current list. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact a Rice physician or athletic trainer for further information.

Bylaw 31.2.3. Banned Drugs

The following is a list of banned-drug classes, with some examples of substances under each class. No substance belonging to the banned drug class may be used, regardless of whether it is specifically listed as an example.

#### Stimulants:

- amiphenazole methylenedioxymethamphetamine
- amphetamine (MDMA, ecstasy)
- bemigride methylphenidate
- benzphetamine nikethamide
- bromantan pemoline
- caffeine (guarana) pentetrazol
- chlorphentermine phenidimetrazine
- cocaine phenmetrazine
- cropropamide phentermine
- crothetamide phenylephrine
- diethylpropion phenylpropanolamine (ppa)
- dimethylamphetamine picrotoxine
- doxapram pipradol
- ephedrine prolintane (ephedra, ma huang) strychnine
- ethamivan synephrine
- ethylamphetamine (citrus aurantium, zhi shi, bitter fencamfamine orange)
- meclofenoxate and related compounds
- methamphetamine

The following stimulants are not banned:

- phenylephrine pseudoephedrine
Anabolic Agents:

- anabolic steroids
- androstenediol gestrinone
- androstenedione mesterolone
- boldenone methandienone
- clostebol methyltestosterone
- dehydrochloromethyl- nandrolone
testosterone norandrostenediol
dehydroepiandro- norandrostenedione
- steroid (DHEA) norethandrolone
dihydrotestosterone oxandrolone
(DHT) oxymesterone
dromostanolone oxymetholone
- epitrenbolone stanozolol
- fluoxymesterone testosterone2
tretrahydrogestrinone (THG)
trenbolone
- and related compounds
Other anabolic agents
- clenbuterol

Diuretics and other urine manipulators:

- acetazolamide hydrochlorothiazide
- bendroflumethiazide hydroflumethiazide
- benzthiazide methyclothiazide
- bumetanide metolazone
- chlorothiazide polythiazide
- chlorthalidone quinethazone
- ethacrynic acid spironolactone
- flumethiazide triamterene
- furosemide trichlormethiazide
- and related compounds

Street Drugs:

- heroin tetrahydrocannabinol
- marijuana3 (THC)3

Peptide Hormones and Analogues:

- corticotrophi n (ACTH)
growth hormone (hGH, somatotrophin)
human chorionic gonadotrophin (hCG)
insulin like growth factor (IGF-1)
leutenizing hormone (LH)
(all the respective releasing factors of the above-
mentioned substances also are banned.)
erthropoietin (EPO) sermorelin
darbypoetin

Anti-Estrogens

anastrozole
clovicine
tamoxifen
and related compounds

Definitions of positive depends on the following:

1. For caffeine—if the concentration in urine exceeds 15 micrograms/ml.

2. For testosterone—if the administration of testosterone or use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

3. For marijuana and THC—if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

31.2.3.4.1 Drugs and Procedures Subject to Restrictions.

The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used:

(Revised: 8/15/89)
(a) Blood Doping. The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes) is prohibited, and any evidence confirming use will be cause for action consistent with that taken for a positive drug test. (Revised: 8/15/89, 5/4/92)
(b) Local Anesthetics. The Executive Committee will permit the limited use of local anesthetics under the following conditions:
(1) That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine; (Revised: 12/9/91, 5/6/93)
(2) That only local or topical injections can be used (i.e., intravenous injections are not permitted); and
(3) That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.
(c) Manipulation of Urine Samples. The Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing. Examples of banned methods are catheterization, urine substitution and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epitestosterone administration. (Revised: 8/15/89, 6/17/92, 7/22/97)

(d) Beta 2 Agonists. The use of beta 2 agonists is permitted by inhalation only. (Adopted: 8/13/93)

(e) Additional Analysis. Drug screening for select nonbanned substances may be conducted for nonpunitive purposes. (Revised: 8/15/89)

ATHLETIC MEDIA RELATIONS

Beyond the immediate university community, student-athletes are the most visible representatives of the university. The reason is that your accomplishments, both good and bad, are reported regularly in the media.

Your successes and failures are constantly in the public eye, and how well you respond to media interest results directly in a public conception of Rice, its athletic programs, and you as a student-athlete.

The sports media has expanded tremendously in the last 25 years. In the past year, every Rice team or athlete has had the opportunity to showcase their talents on television, be it ESPN, CSTV, Fox, or on news programs.

The internet has vastly reshaped the way sports is covered in this country. In a simpler time, sports reporting was limited to a rigid news cycle that centered around the delivery of a newspaper or the nightly local television sports segment. But today, immediate access to results is the standard, either through broadcasts, webcasts, or blogs. The result of the event is readily accessible, so each media outlet must try to create unique coverage in order to stay in business. As a result, student-athletes have more demand on their time for personal interviews with newspaper reporters. This more personal approach to journalism works to the advantage of Rice, since our student-athletes are generally more insightful than those against whom we compete. Your personal ability to communicate then becomes a major plus for the image of the university, your team and the department. At the same time, the definition of who is a journalist has become less clear, since anyone can start a blog and begin to offer insights and opinions, often without the checks and balances that govern the newspaper and television outlets. You should always be aware that you may be “on the record” when asked about your team, teammates, coaches, etc.

Guidelines
Obviously, we will not attempt to dictate a department-wide policy for dealing with the media on an individual basis, other than to state that we encourage interaction between the media and student-athletes. The members of the Rice Sports Information Department (SID’s) have the responsibility of not only generating publicity for each sport, but serving as a resource for each student athlete when dealing with the media; The special time demands placed upon you as a student at Rice and as an athlete demand that some general guidelines be laid out. There may also be some specific guidelines relevant to individual sports, and those may be discussed with you in team meetings.

1) The home phone numbers of student-athletes will not be published or generally distributed to the media. As much as possible, your time away from competition must still be your time.

2) Interview appointments should be made at least one day in advance, either through the Sports Information Office or your coach. We try to be flexible in the interview request area, but we realize how important your free time is. The more notice we receive, the better we can work around your schedule.

3) No interviews will be scheduled on the day of event prior to your participation. Following an event, you may be asked for comments on your performance and that of your team.

4) Remember that not every question deserves an answer. As the old saying goes, sometimes the answer to a prayer is "No." If you are asked to respond in an area that you may think would be damaging in some manner to your team, the department or the university, you can always refuse to answer. We want you to be cooperative with the media, but remember to look out for your best interests at all times.

5) Be positive and supportive of your teammates, coaches and the university. Everyone in the department is making every effort possible to improve the performances and results of all our athletes and teams.

6) Remember that at no time do you cease being a Rice student-athlete. Your actions will always reflect on the university.

Promotions/Advertising
In certain instances, a student-athlete may be approached by a business concern for use as talent or models for commercial material (either via print or electronic media). Any involvement by a student-athlete in the promotion or marketing of a business or charitable concern may jeopardize your standing as a student-athlete. NCAA regulations prohibit appearing in any material, or endorsing any product or charitable function while participating as an athlete. The only exception is for promotion of Rice’s own athletic activities. If you have any questions about involvement with outside firms wanting to use your likeness or endorsement, please contact the compliance officer for the department, Director of Compliance at 713-348-6919
ON-CAMPUS

CAREER SERVICES

The Career Services Center is full of resources to assist students in their career decision making. Career Services is in place to help students with career counseling, resume reviews, mock interviews, company information, and more. Career Services can be reached by phone at (713) 348-4055.

COUNSELING CENTER

The Rice Counseling Center (RCC) provides free, confidential consultations and short term counseling for all currently enrolled Rice graduate and undergraduate students who have paid the Student Health fee. The RCC’s goal is to alleviate psychological distress, increase understanding of self and others, and promote personal well-being and academic performance. Rice Counseling Center can be reached by phone at (713) 348-4867.

STUDENT HEALTH SERVICES

The Rice Student Health Services provides preventive and outpatient clinical care for the students of Rice University. Student Health is located on-campus and is dedicated to meeting the unique needs of undergraduate and graduate students, with an emphasis on prevention. Student Health Services can be reached by phone at (713) 348-4966.

DEAN OF UNDERGRADUATES

The Dean of Undergraduates brings together all aspects of the undergraduate student experience. At Rice, we feel strongly in educating the whole student. From academics and advising, to career services and extracurricular and social activities, the people in our offices are here for you. The Office of the Dean of Undergraduates can be reached by phone at (713) 348-4823.

COMMUNITY INVOLVEMENT CENTER (CIC)

The Community Involvement Center (CIC) was established as the center for community service programming for Rice University students, faculty, and staff. The Community Involvement Center seeks to establish a culture of service and an ethic of social responsibility within the University community by developing one-time and ongoing service programs, advising student service organizations, and serving as a resource for students, faculty, and staff interested in community service and service-learning. The Community Involvement Center coordinates a number of opportunities for civic involvement throughout the year including: O-Week Outreach Day; Urban Immersion; two fairs highlighting career, internship, and volunteer opportunities; the International Service Project to Guatemala, and an Alternative Spring Break program. In addition, the Community Involvement Center staff is available to assist the University community by providing referrals to local volunteer opportunities. The CIC can be reached at (713) 348-4970.