

T171
.M4199

MASS. INST. TECH.
29 MAY 1945
LIBRARY

CENTRAL

MASSACHUSETTS
INSTITUTE OF TECHNOLOGY

RULES AND REGULATIONS
OF THE FACULTY

NOVEMBER, 1944



MASSACHUSETTS INSTITUTE OF TECHNOLOGY

RULES OF THE FACULTY

Revised to October 31, 1944

MEMBERSHIP

1. The Faculty shall consist of the President, the Vice-President, and the Executive Vice-President of the Institute; all members of the instructing staff with rank of Professor, Associate Professor, or Assistant Professor; the Deans of Engineering, Architecture, Science, and Humanities; the Dean of the Graduate School; the Dean of Students and the Associate Dean of Students; the Registrar; the Director of Admissions; the Assistant Director of Admissions; the Librarian; and certain Instructors and Research Associates selected by the Executive Committee of the Corporation.

OFFICERS

2. The officers of the Faculty shall be a President, a Vice-President (the President and Vice-President of the Institute are respectively *ex officio* President and Vice-President of the Faculty), a Chairman, a Secretary, and an Assistant Secretary.

3. In the absence of the President the Vice-President shall assume the duties of the President, except that the order of precedence of presiding at the Faculty meetings shall be President, Chairman of the Faculty, and Vice-President.

4. It shall be the duty of the Secretary:

To cooperate with the President in the general conduct of Faculty business.

To give written notice to each member of the time and place of each Faculty meeting and of the special business to be transacted. In the absence of the President, Chairman, and Vice-President from a Faculty meeting, to call the meeting to order and to entertain the motion for a Chairman *pro tempore*. To record the proceedings of each meeting, and to read the same at the next meeting.

To place on file important communications relating to Faculty business, as well as all reports of committees.

To give to the chairman of each committee appointed by the Faculty, notice of the personnel and purpose of such committee.

To notify students, in writing, of any Faculty action affecting them individually.

Tech. Coll. 27 9 1944

MEETINGS

5. The regular meetings shall be held on the third Wednesday of each month during the academic year unless this day falls in a vacation period when it shall be held on the second Wednesday, and the Thursdays preceding the opening of the second term and graduation. The stated May meeting shall be known as the Annual Meeting. Special meetings shall be held at such other times as the Faculty, the President, or the Faculty Council shall appoint, or upon written request presented to the Secretary by any ten members.

QUORUM

6. Thirty members shall constitute a quorum.

ELECTIONS

7. The Chairman, the Secretary, the Assistant Secretary and the Standing Committees (except those on First-Year Instruction, Second-Year Students, Third-Year Students, and Fourth-Year Students) shall be elected each year, at the annual meeting, but their terms of office shall begin on August 1. The Chairman, the Secretary, and the Assistant Secretary shall be elected by ballot. No member of the Faculty shall serve continuously as Chairman of the Faculty for more than two years.

COMMITTEES

8. There shall be Standing Committees on the following Admissions, the Graduate School, Undergraduate Courses, Course IX, General Studies, Undergraduate Scholarships, Petitions, Provisional Students and Discipline, First-Year Instruction, Second-Year Students, Third-Year Students, Fourth-Year Students, and a Committee on the Library.

9. **The Committee on Admissions** shall consist of the Director of Admissions as Chairman, the Dean of Students, the Registrar, and six other members, not less than two new members to be elected each year. It shall act with power on the admission of all undergraduate students, including those transferring from other colleges.

10. **The Committee on the Graduate School**, of which the Dean of the Graduate School shall be Chairman, and the Director of Admissions, Secretary, shall have charge of graduate courses of study and of students working for advanced degrees and shall act with power upon applications for fellowships and graduate scholarships. With the exception of *ex officio* members, each member of this Committee shall be a member of the Committee on Graduate Students of the Department which he represents. The Committee shall report to the Faculty recommendations on matters of policy requiring Faculty action and recommendations for the award of advanced degrees and the appointment of Fellows.

11. **The Committee on Undergraduate Courses** shall consist of eight members, at least two new members to be elected each year. It shall make recommendations to the Faculty, in regard to all undergraduate course schedules, either upon its own initiative or upon proposals submitted by the heads of departments or professional courses. Changes in course schedules for the following academic year must be filed with the Committee not later than January 15, and must be presented to the Faculty at its February meeting, final action to be taken at the March meeting. The Committee shall act with power, if unanimous, on emergency changes in schedules, such action to be reported to the Faculty.

12. **The Committee on Course IX** shall consist of the Head of the Course as Chairman, and four other members, at least one new member to be elected each year.

13. **The Committee on General Studies** shall consist of the Dean of Humanities as Chairman and five other members, at least one new member to be elected each year. It shall have power to select subjects suitable for General Studies, and shall have charge of the administration connected with this group of studies. It shall also approve any new options or changes which may be required within the coordinated four-year program in the social sciences and humanities.

14. **The Committee on Undergraduate Scholarships** shall consist of the Dean of Students as Chairman, and ten other members, at least two new members to be elected each year. It shall have power to act upon all applications for scholarship aid in connection with undergraduate work. No student shall in general be recommended for undergraduate scholarship aid, except an entering Freshman, until he has attended the Institute for at least one academic year and has shown satisfactory evidence as to character and ability.

15. **The Committee on Petitions** shall consist of the Assistant Secretary as Chairman, the Dean of Students, the Secretary, and four other members, at least one new member to be elected each year. It shall have power to deal with all petitions except as specified in Rule 16.

16. **The Committee on Provisional Students and Discipline** shall consist of the Dean of Students as Chairman, the Registrar, and three other members, at least one new member to be elected each year. It shall examine and pass upon all petitions for re-admission presented by former students who have been disqualified, or who have been informed that they may return only on petition.

Students who have been disqualified for academic or disciplinary reasons shall not be readmitted to the Institute in less than twelve months from the time of dismissal, unless important facts are presented which were not known to the Faculty at the

time of such dismissal, and then only if, in the judgment of the Committee, it appears probable that further attendance will be advantageous. Students who have been disqualified for a single term shall not be required to petition before readmission if they return after an absence of but one term.

Subject to the above restrictions, the Committee shall act with power on petitions for readmission whenever its judgment is unanimous. It shall report its findings to the Faculty for record.

The Committee shall, at its discretion, exercise a general oversight over all students readmitted by it, and may require such special reports as to conduct and scholarship as it deems necessary. It shall also exercise a similar control over students who are placed on probation.

The Committee shall consider such cases of alleged academic misconduct as shall be brought to its attention by the Dean of Students. An accused student shall be given an opportunity to present himself in person at a meeting of the Committee. If the findings of the Committee include a recommendation that a student be required to withdraw from the Institute, they shall be reported to the President for approval or disapproval; otherwise the Committee shall act with power. The names of students dismissed for academic misconduct shall be reported to the Faculty.

17. The Committee on First-Year Instruction shall consist of the Dean of Students as Chairman, the Secretary, the Registrar and the head of each department (or a representative of such department) giving instruction to first-year students. It shall have power to appoint a sub-committee from the instructing staff which shall pass upon records of first-year students and report to the Faculty action taken in regard to them acting with power when unanimous. It shall consider educational policies and general instructional and administrative procedures affecting first-year students, and at its discretion make recommendations to the President and the Faculty regarding such matters.

18. The Committee on Second-Year Students shall consist of the Secretary as Chairman, the Dean of Students, the Registrar, the second-year Registration Officers, and a representative from each of the departments of English, Mathematics, and Physics. It shall pass upon all records of second-year students and report to the Faculty action taken in regard to them, acting with power when unanimous.

19. The Committee on Third-Year Students shall consist of the Secretary as Chairman, the Dean of Students, the Registrar, and the third-year Registration Officers. It shall pass upon all records of third-year students and report to the Faculty action taken in regard to them, acting with power when unanimous.

20. The Committee on Fourth-Year Students shall consist of the Secretary as Chairman, the Dean of Students, the Registrar, and the fourth-year Registration Officers. It shall pass

upon the records of all fourth-year students and of all fifth-year students in the Course in Architecture, and report to the Faculty the action taken in regard to them, acting with power when unanimous, except that in the case of the records of candidates for graduation it must present its recommendations to the Faculty for final action.

21. **The Committee on the Library** shall formulate policies for the administration of the Libraries. It shall consist of two parts: (A) an Executive Board, and (B) an Advisory Board.

(A) The Executive Board shall consist of seven members; two appointed by the President; the Librarian, who shall act as Secretary of the Committee; and four other members elected by the Faculty. The two *appointed* members shall serve for four years, one member being nominated in May of each second year. One of these two members may be an alumnus not necessarily a member of the Faculty. The four members *elected* by the Faculty shall serve four-year terms, one being nominated each year from the Advisory Board described below in (B). The Executive Board shall seek the advice of the Advisory Board on matters of policy but shall itself retain voting power. The Chairman of the Library Committee shall be chosen by and from this Executive Board.

(B) The Advisory Board of the Library Committee shall consist of one representative from each Institute Department, not already represented on the Executive Board, nominated by the Head of the Department and serving an indefinite term. Vacancies in the Advisory Board arising from any cause (other than by election to the Executive Board) shall be filled by the corresponding Department Head.

22. There shall be appointed at the annual meeting of the Faculty by the President, a **Nominating Committee** consisting of five members, whose duty it shall be to nominate a Chairman, a Secretary, an Assistant Secretary, and the Standing Committees, and to circulate the list of nominees to all members not later than the following April meeting. At least two new members shall be appointed to this Committee each year, and no member shall serve for more than three consecutive years. This Committee shall have power to fill any vacancies that may occur in the Standing Committees during the year.

23. There shall be appointed at the annual meeting of the Faculty by the President a **Committee on the Conduct of Examinations**, consisting of not fewer than five members who may be chosen from the Faculty and from the Instructing Staff. It shall be the duty of this Committee to act in a general advisory capacity; and, in cooperation with the Registrar, to formulate regulations governing conduct of examinations, including the system of proctoring. The Committee shall be given full power by the President to enforce the regulations regarding proctoring.

FACULTY COUNCIL

24. The Faculty Council shall consist of the President, Vice-President, Executive Vice-President, Chairman of the Faculty, Dean of Students, Dean of the Graduate School, Deans of Engineering, Architecture, Science, and Humanities, Secretary of the Faculty, Chairman of the Summer Session Committee, Chairman of the Committee on Undergraduate Courses, Director of Division of Industrial Cooperation, Registrar, and Heads of Departments and Professional Courses.

Meetings of the Faculty Council shall be held at such times as the President shall appoint. It shall bring before the Faculty questions of educational policy and other business of sufficient importance to be considered by the entire Faculty.

SUSPENSION

25. Any rule may be suspended, temporarily, by an affirmative vote of three-fifths of the members present and voting, but at least thirty affirmative votes shall be required.

AMENDMENT

26. A motion to amend these rules shall lie upon the table at least until the next Faculty meeting after its introduction, and final action shall not be taken unless the subject has been announced in the call for the meeting. For affirmative action on any amendment an affirmative vote of three-fifths of the Faculty members present and not less than thirty affirmative votes shall be required.

REGULATIONS OF THE FACULTY

Revised to October 31, 1944

CALENDAR

1. The academic year shall begin on the last Monday in September and shall be divided into two terms of approximately ninety working days each, with a period of two weeks between the terms for first-term examinations. The first day of each term shall be used for approval of registration. Graduation exercises shall be held in June on the first Tuesday after candidates are recommended for degrees.

The exercises of the Institute shall be suspended and the laboratories and drawing rooms closed to students on legal holidays and during the following vacation periods. Christmas: from December 22 to January 1, inclusive, when Christmas Day falls on Monday, Tuesday, or Wednesday; from December 23 to January 2 when Christmas Day falls on Friday, Saturday, or Sunday; from December 24 to January 3 when Christmas Day falls on Thursday. The Wednesday, Thursday, Friday, and Saturday including April 19 when it falls within these days, and the Saturday, Monday, Tuesday, and Wednesday nearest April 19 when it falls on any other day.

Exercises shall, in general, be held between 9 a.m. and 5 p.m., and 9 a.m. to 1 p.m. on Saturday.

All exercises shall begin five minutes after and end five minutes before the hours scheduled.

REQUIREMENTS FOR ADMISSION

2. To be admitted to the first-year class, the applicant must be of good character and must pass satisfactory examinations or be certified under regulations approved by the Faculty, in Algebra, Plane and Solid Geometry, Trigonometry, Physics, and English. He must also present satisfactory certificates for elective subjects as prescribed by the Faculty.

3. Students transferring from colleges or technological schools are required to present satisfactory certificates of dismissal. They may be admitted to the Institute without entrance examinations subject to presenting satisfactory certificates for the subjects required, and allowed to take those subjects for which they shall satisfy the Director of Admissions, by examination or otherwise, that they have the necessary preparation.

4. On approval of the Director of Admissions, special students may be admitted to particular subjects on satisfying the members of the Faculty in charge that they are qualified to pursue to advantage the various subjects chosen.

5. An applicant for the degree of Master of Science, Master in Architecture, Master in City Planning, Doctor of Philosophy, or Doctor of Science must, except in cases of unusual attainments, have taken his first degree in some scientific school, college, or university of good standing. With his application he must file with the Secretary of the Committee on the Graduate School a statement of his previous work and present attainments, and of the advanced work which he intends to do at the Institute. His credentials and proposed course of study shall be passed upon by the Committee on the Graduate School. Only those applicants for advanced degrees shall be accepted whose attainments, as shown by their previous records of scholarships or by other information, indicate that their proposed courses of study and research can be creditably pursued.

SCHEDULES

6. In the preparation of all course schedules 15 hours shall be used as a unit of time. In all undergraduate course schedules, except those of the Coöperative courses taken away from the Institute, and those of the R. O. T. C., the number of units in any standard curriculum in the second, third, and fourth years shall not be less than 90 nor more than 100 units, and the units in any term shall not be less than 45 nor more than 53.

No Instructor shall require more outside work than can be satisfactorily performed under ordinary working conditions in the preparation time assigned to his subject by students of average capacity, adequate preparation, and reasonably good habits of work; and, in order that this rule may be practically enforced, each Instructor is expected from time to time to ascertain the amount of outside preparation actually given to each of his subjects by students whose work is of passing grade.

REGISTRATION

7. Before the opening of each term the student shall register for the Course and subjects he wishes to take. After the approval of his registration, the student must attend the subjects for which he is registered. Changes in registration may be made only with the approval of his registration officer, but after five weeks, registration in any subject may not be cancelled without the approval also of the Committee on Petitions.

8. Excepting aliens, all male students who are rated as either first-year or second-year students are required to attend military science, under regulations prescribed by the Department of Military Science and Tactics, unless exempted therefrom on account of physical disability, age, or conscientious grounds approved by the Faculty.

EXAMINATIONS

9. Examinations for admission to the first-year class shall begin on Wednesday, twelve days before the opening of the term on Monday.

10. Final examinations shall be held during examination periods following each term. The number of examinations in any period for any year of any Course shall not exceed five (three for the second term of the fourth year), except with the approval of the Committee on Conduct of Examinations. The mid-year final examinations shall be limited as follows: first year — Chemistry, Physics, and Calculus only; second year — Physics, English, and Calculus, and not more than one other subject normally given in the second year. Any single examination shall be limited in length to not over three hours.

No Instructor may excuse any of his students from a final examination.

For every subject in which a final examination is given during the prescribed period, no written examinations or quizzes shall be given during the six working days preceding the examination period. For every subject in which no final examination is given during the prescribed period, not more than one written exercise of not more than one hour (one class period in the case of laboratory or drawing subjects) shall be given during the six working days immediately preceding the examination period.

11. Registered undergraduate students of all classes, with a cumulative rating of 3.50 and above, may take examinations for Advanced Standing during the condition examination periods in September and March, provided they have never been registered for the subjects or have never attended classes in the particular subjects. Notice of intention must be filed with the Registrar on the usual petition forms and must be submitted at least two weeks before the day of the first scheduled examination of the examination period. Endorsement by members of the Faculty is not necessary. The privilege of an examination in a subject which involves laboratory instruction, or drawing, must be approved by the Faculty member in charge of the subject.

12. Condition examinations shall be held during the examination period prior to the opening of the first term for second-term subjects and for Summer Session subjects; and on Saturday afternoons during March and April, except the Saturday of the spring vacation, for first-term subjects. A student repeating a subject shall not be entitled to take the condition examination nor may he register for the subject after taking the condition examination in that term. A grade of F in drawing and laboratory work shall be made up in accordance with the regulation for making up deficiencies. (See Regulation 13.)

GRADES

13. Grades shall be submitted at the end of each term in all subjects given in the term, including thesis. Each report of grades shall be endorsed by the Instructor in charge of the subject. No grade shall be reported by an Instructor for any student to whom he has given private instruction in the subject in question, nor shall any examination be given by an Instructor in any subject to students to whom he has given private instruction. No grades except first-year informal grades shall be reported by any Instructor to any student until after his report has been sent out by the Registrar. Informal grades may be submitted for first-year students at such times as the Committee on First-Year Instruction shall determine.

The grades to be used are:

H, passed with honor. (Not to be used as an informal grade.)

C, passed with credit.

P, passed.

L, barely passed.

J, formal grade is deferred until a later term. It may be used only for research or thesis work, or for Seminar of graduate grade.

N, requirements satisfied, but formal grade is not reported. (Not to be used for undergraduate subjects.)

D, deficient. The work required has not been completed. Except in drawing or in laboratory subjects, all grades of D must be removed not later than the end of the fifth week of the succeeding term of the regular academic year. Grades of D or F in drawing and in the Electrical Engineering Laboratory subjects must be removed not later than the end of the term succeeding the one in which they were received. Grades of D or F in laboratory work, except the Electrical Engineering Laboratory subjects, must be removed within one year from the date incurred.

F, conditioned. (Not to be used on condition examinations. Failures in condition examinations are to be reported FF.) Student is entitled to one condition examination (except in drawing or laboratory subjects) because in the opinion of the instructor a comprehensive review of the subject should enable him to pass it. This must be taken at the next examination period or the right to such examination is forfeited. (A grade of F in a drawing or laboratory subject is to be removed in accordance with the regulations in the preceding paragraph.) When practicable, percentages should be reported with grades of F.

FF, failed completely. (Not to be used as an informal grade.) Signifies that the student must repeat the subject, and he will not be allowed to take subjects depending thereon unless he has had an F in the subject. Any student taking a dependent subject without a clear grade in any subject on which it depends may

be required to drop that subject at any time if his work is unsatisfactory.

Abs, absent. Grade withheld because of absence from final examination or for unexplained absence during the last five weeks of the term. It is equivalent to a grade of FF unless satisfactorily explained to the Dean of Students.

14. Upon recommendation of the head of a Course, substitution of one or more subjects for a subject, or subjects, required in that Course may be allowed by the Committee on Petitions, provided the work is equivalent in units to the prescribed subject and that the student's latest term grade in the subject is not FF.

THESES

15. Theses must be typewritten (using a black record ribbon) on one side only of good quality paper, eight and one-half by eleven inches in size, with a margin of not less than one inch on each edge. If not typewritten, the equations and figures must be lettered in India ink and all diagrams must be drawn in India ink.

All theses must be delivered at the office of the headquarters of the department or course in which the candidate is registered, (a) for June or February Bachelor's and Master's candidates, not later than one week before the first day of the regular examination period and for candidates for the Doctorate not later than two weeks before the first day of the regular examination period; (b) for all October candidates, not later than the first Wednesday in October; and (c) for all December candidates, not later than the first Wednesday in December. A receipt will be given when the thesis is delivered. Theses are the permanent property of the Institute and shall not be published wholly or in part except by authorization of the heads of the respective departments or courses.

DEGREES

16. The degrees for which candidates may be recommended to the Corporation shall be Bachelor of Science (S.B.), Bachelor in Architecture (B.Arch.), Bachelor in City Planning (B.C.P.), Master of Science (S.M.), Master in Architecture (M.Arch.), Master in City Planning (M.C.P.), Doctor of Philosophy (Ph.D.), and Doctor of Science (Sc.D.)

17. To be recommended for the degree of Bachelor of Science, Bachelor in Architecture, or Bachelor in City Planning, the student must have attended the Institute not less than one academic year, which must, in general, be that next preceding his graduation. He must have completed the prescribed subjects of his professional Course, except as substitution of equivalent work has been previously allowed by the Faculty. In case of a single minor defect in the records received in the final term, the require-

ments of a clear record may be waived by the Faculty if the candidate has a generally good record. If a candidate is not recommended for the degree, the Faculty may require either the satisfactory completion of the requirements for graduation before the end of the following term or an additional term of residence. If a term of residence is required, the schedule of study must be approved by the Faculty, and must be equivalent to about one term (not less than 40 units) including the preparation of a new thesis.

18. The degree of Master of Science is awarded upon the satisfactory completion of a course of 96 units of advanced study and research, three-quarters of which, or 72 units including thesis, are chosen from "A" subjects primarily for graduates, and the remaining 24 are chosen from "A" subjects or from "B" subjects open to graduates and undergraduates. The number of units credited to thesis shall be not less than 20 nor more than 40. If 64 units of the required "A" subjects, including thesis, are chosen from subjects in a single field of science or engineering, the degree will be recommended with specification of the field in which the student has thus specialized, otherwise the degree will be awarded without specification of field.

The degrees of Master in Architecture and of Master in City Planning are awarded upon the satisfactory completion of a program of ninety-six (96) units of advanced study approved by the Department of Architecture, followed by the preparation of a thesis of high grade to be prepared during the summer following the two terms of graduate work.

To be recommended for the Master's degree a student must not only have a clear record in a program of graduate study and research as defined above, but his scholastic standing must be of a distinctly high grade.

19. The degrees, Doctor of Philosophy and Doctor of Science, certify to the creditable completion of an advanced course of study in some branch of science or engineering and to the performance of an original research of high-grade bearing upon some scientific or engineering topic.

The course of advanced study and research leading to one of these degrees must be pursued under the direction of the Committee on the Graduate School for at least two academic years, except in the case of applicants who satisfy the Faculty that they have successfully accomplished at another institution advanced work of a grade equal to that required at the Institute, in which case the required period of residence may be reduced.

DISCIPLINE

20. It is the duty of the Instructor in charge of a room to see that order is preserved, and he is authorized to exclude any

student from the room for sufficient cause. Such exclusion shall be reported to the Dean of Students.

Students are expected to behave with decorum, to obey the regulations of the Institute, and to pay due respect to its officers. Conduct inconsistent with general good order or persistent neglect of work may be followed by dismissal. In case the offense be a less serious one, the student may be placed upon probation.

It is the aim of the Faculty so to administer the discipline of the school as to maintain a high standard of integrity and a scrupulous regard for the truth. The attempt of any student to present as his own, the work of another, or any work which he has not honestly performed, or to pass any examination by improper means, is regarded by the Faculty as a most serious offense, and renders the offender liable to immediate expulsion. The aiding and abetting of a student in any dishonesty is likewise held to be a grave breach of discipline.

No student shall be required to withdraw from the Institute for alleged academic misconduct without an investigation and an opportunity to be heard by the Committee on Provisional Students and Discipline.

AMENDMENT

21. Any regulation may be amended at any regular or special meeting by an affirmative vote of three-fifths of the members present and voting (but not less than thirty affirmative votes), provided the proposed amendment has been announced on the call for the meeting.

INDEX

INDEX OF FACULTY RULES

	<i>Page</i>
Amendment	6
Committees on	
Admissions	2
Conduct of Examinations	5
Course IX	3
First-Year Instruction	4
Fourth-Year Students	4
General Studies	3
Graduate School	2
Library	5
Nomination	5
Petitions	3
Provisional Students and Discipline	3
Second-Year Students	4
Third-Year Students	4
Undergraduate Courses	3
Undergraduate Scholarships	3
Elections	2
Faculty Council	6
Meetings	2
Membership	1
Officers	1
Quorum	2
Suspension of Rules	6

INDEX OF FACULTY REGULATIONS

Amendment	13
Admission Requirements	7
Calendar	7
Degrees	11
Discipline	12
Examinations	9
Grades	10
Military Science	8
Registration	8
Schedules	8
Substitutions	11
Theses	11

