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ARCHIVES



# **RULES AND REGULATIONS OF THE FACULTY**



**SEPTEMBER, 1965**

**Massachusetts Institute of Technology**



# MASSACHUSETTS INSTITUTE OF TECHNOLOGY

## RULES OF THE FACULTY

Revised to September 1965

### MEMBERSHIP

1. The Faculty shall consist of the Chairman of the Corporation; the President, the Vice Presidents, and the Provost of the Institute; all members of the instructing staff with rank of Professor, Associate Professor, or Assistant Professor; Professors Emeriti having part-time appointments; the Deans of the Schools of Engineering, Science, Architecture and Planning, Humanities and Social Science, and the Alfred P. Sloan School of Management; the Dean of the Graduate School; the Dean of Student Affairs; the Registrar; the Director of Admissions; the Director of Libraries; the Medical Director; the Dean of Residence; the Director of Summer Session; certain members *ex officio* as listed in the general catalogue of the Institute 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 (the President of the Institute is *ex officio* President of the Faculty), a Chairman, a Secretary, and an Assistant Secretary.

3. In the absence of the President the Chairman of the Faculty shall preside at the Faculty meetings.

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 and Chairman 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 circulate them to the entire Faculty with the call for 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.

### MEETINGS

5. The regular meetings shall be held on the first Wednesday of the first term and 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, the Tuesday preceding the opening of the second term, and the Tuesday preceding graduation. The stated May meeting shall be known as the Annual Meeting. Special meetings shall be held at such other times as the Faculty or the President 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 and the Assistant Secretary of the Faculty and the new members in the elected membership of Standing Committees shall be elected each year at the annual meeting. New appointments to Standing Committees shall be made within one week after the annual meeting. No member of the Faculty shall serve continuously as Chairman of the Faculty for more than two years; other officers and committee members are eligible for re-election or reappointment. Except as otherwise specified, the Chairman of the Faculty shall appoint the Chairman of each Standing Committee from among its elected membership annually within one week after the annual meeting and at other times if a vacancy occurs. All terms of office shall begin on June 15.

### FACULTY COUNCIL

8. The Faculty Council shall consist of the Chairman of the Corporation, the President, Vice Presidents, Provost, Chairman of the Faculty, Deans of the Schools of Engineering, Science, Architecture and Planning, Humanities and Social Science, and the Alfred P. Sloan School of Management, Dean of the Gradu-

ate School, Dean of Student Affairs, Secretary of the Faculty, Undergraduate Planning Professor, Heads of Departments and Professional Courses, and such other Administrative Officers as the President shall include.

Meetings of the Faculty Council shall normally be held on the first Wednesday of each month from October to May and at such other 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.

### COMMITTEES

9. There shall be Standing Committees on the following: Graduate School Policy, Educational Policy, Curricula, Academic Performance, Undergraduate Admissions and Student Aid, Student Environment, Discipline, Nominations, Libraries, Industrial Liaison, and Outside Professional Activities. In addition, the Staff Section of the Staff-Administration Committee shall be a Standing Committee.

10. The **Committee on Graduate School Policy** shall consist of the Dean of the Graduate School as Chairman, the Associate Dean of the Graduate School as Secretary, the Executive Officer of the Graduate School, the Director of Admissions, and the Chairman of the Faculty, *ex officio*, together with one elected member from each of the Departments authorized to recommend candidates for an advanced degree and any additional elected members nominated by the President to represent fields of study recommended by the Dean of the Graduate School.

Each elected member shall serve for one year and shall be eligible for re-election.

Each member of this Committee representing a Department shall be a member of the Committee on Graduate Students of that Department. The Committee shall have charge of graduate courses of study and of students working for advanced degrees, and shall act with power upon applications for graduate scholarships and fellowships including postdoctorate fellowships. It 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 of the Massachusetts Institute of Technology.

11. The **Committee on Educational Policy** shall consist of the Chairman of the Faculty who shall be the Chairman of the

Committee; of one Faculty member appointed by the Dean of each of the Schools of Engineering, Science, Architecture and Planning, Humanities and Social Science, and the Alfred P. Sloan School of Management; of one member appointed by the Dean of the Graduate School from among the members of the Committee on Graduate School Policy; of six members elected from the Faculty at large; of the Undergraduate Planning Professor; and of the Provost ex officio non-voting. Three appointed members and three elected members shall be chosen each year for two-year terms.

Each appointed member representing a school shall serve as a liaison between the Committee on Educational Policy and that school and five of the elected members shall each be ex officio a voting member of one of the following Standing Committees: Curricula, Academic Performance, Undergraduate Admissions and Student Aid, Student Environment, and Discipline.

The committee shall have the following duties and responsibilities:

1. Interpret and implement educational policy as approved by the Faculty, acting with power if unanimous.
2. Formulate proposals for changes and modifications in educational policy, either upon its own motion or after consideration of recommendations of other committees, and recommend them to the Faculty for action.
3. Coordinate the work of the following committees of the Faculty concerned with undergraduate education; the Standing Committees on Curricula, Academic Performance, Undergraduate Admissions and Student Aid, Student Environment, and Discipline; and consult with the Committee on Graduate School Policy on matters of graduate educational policy affecting the Institute at large.
4. Establish the manner in which the educational program is presented in official Institute publications, delegating to the other Standing Committees such parts of the responsibility as seems desirable.
5. Report at regular Faculty meetings, and on matters of general interest publish agenda and hold committee meetings open to the Faculty.
6. Meet periodically with the President, Academic Deans or others as designated by the President to enhance the interchange between the Faculty and the Administration on matters of educational policy.

7. Perform such other duties and responsibilities pertaining to undergraduate and graduate education as may be delegated to it by the Faculty.
8. Encourage experimental innovation in undergraduate education with authority to approve limited educational experiments and to grant exceptions to allow any experiment to depart from specific Faculty Regulations and M.I.T. administrative procedures, to seek appropriate advice about proposals from standing committees of the faculty and from the departments concerned and to circulate to the faculty descriptions of approved experiments and reports on their progress and outcome.
  - (a) Any faculty member, group of faculty, department, or school may submit a proposed experiment to the Committee on Educational Policy.
  - (b) All proposals shall be "experimental" in nature. They shall not permanently circumvent standard regulations and administrative practices. Experiments that show enduring value should become incorporated in the usual ways into the Faculty Regulations and administrative practices.
  - (c) Student participation shall be under any restrictions or safeguards specified by the Committee on Educational Policy in granting approval.

12. Each of the following committees, Curricula, Academic Performance, Undergraduate Admissions and Student Aid, Student Environment, and Discipline, shall, in addition to its specific duties as defined below, be responsible for (1) formulating and reviewing educational policies which apply to its work, (2) requesting any needed clarification of such policies from the Committee on Educational Policy, (3) recommending to the Committee on Educational Policy any changes of such policies which it deems to be advisable, and (4) performing such other duties as may be delegated to it by the Committee on Educational Policy.

Each elected member of these Committees shall serve a three-year term, one-third of the elected membership being elected each year. At their discretion, the Committees may invite the participation of representatives of the student body.

- A. The Committee on Curricula shall consist of six elected members, a voting member appointed biennially by and from the Committee on Educational Policy, the Undergraduate Planning Professor, and two non-voting members, namely

the Registrar and the Chairman of the Freshman Advisory Council.

Upon its own initiative, or upon request, the Committee may propose policies relating to curricular matters, with the provisions that:

- (1) The Committee shall consider proposals for changes in the General Institute Requirements and make suitable recommendations to the Faculty.
- (2) The Committee shall act with power on proposals for Science Distribution and Laboratory subjects within the General Institute Requirements and the classification of Science Distribution subjects into fields and shall report such actions to the Faculty.
- (3) The Committee shall act with power for the Faculty on requests from individual students for exceptions to the General Institute Requirements.
- (4) The Committee shall act with power on proposals for changes in subjects of instruction and shall report all approved changes to the Faculty.
- (5) The Committee shall act with power on proposals for changes in course curricula and shall report all approved changes to the Faculty.
- (6) Within the limitations of the General Institute Requirements the Faculty delegates to each department the authority to approve departures by individual students from approved course curricula. Individual programs which include major departures from an approved curriculum and a summary of all minor departures shall be reported to the Committee each term.
  - (a) It is the intent of the Faculty that students be permitted to depart from approved curricula, but that major departures be approved only for a well-prepared student whose proposed program, while different in coverage, is comparable to the established curricula in breadth, depth, and integrated approach to a well-defined educational objective. For this reason, it is intended that a student obtain departmental permission, between the end of the fourth and the start of the seventh semester, to embark on a program involving major departures from an approved curriculum. It is the further intent of the Faculty that the departmental authority to approve programs which include major departures not be delegated by the department



to each Faculty Counselor, but that all such programs within a department be approved for the department by a single member of the Faculty or by an appropriate department Faculty committee. The department shall determine whether the approved curricula or the programs involving major departures from approved curricula shall lead to the degree "Bachelor of Science" or Bachelor of Science in a specified field. The graduate's record and transcript shall indicate the department recommending the degree.

- (b) It is suggested that "minor departures" be defined to include substitution for one subject, or substitution in kind for two subjects in an approved curriculum; and that "major departures" be defined to include substitutions not in kind, for more than one subject, or substitution for more than two subjects.
- (c) Since major departures from approved curricula are designed to meet the exceptional needs of a small number of students, any department requesting such departures for more than a small fraction of its students will be requested by the Committee on Curricula to present for approval alternate curricula so that its approved curricula meet the needs of most of its students.

**B. The Committee on Academic Performance** shall consist of six elected members, the Secretary of the Faculty (or the Assistant Secretary as his deputy), a voting member appointed biennially by and from the Committee on Educational Policy, and five non-voting members, namely the Dean of Student Affairs, the Registrar, the Director of the Medical Department, the Director of Student Aid, and the Chairman of the Freshman Advisory Council. The Secretary of the Faculty shall act as chairman.

The Committee shall be concerned with the academic performance of undergraduates and shall make recommendations to the Faculty on such matters as minimum scholastic standards, examinations, and grading.

At the conclusion of each regular examination period, the Committee shall hold meetings with the Freshman Advisory Council, the second-year Faculty Counselors, the third-year Faculty Counselors, and the fourth-year Faculty Counselors, in order to review the academic records of undergraduate students and to take appropriate action in the name of the Faculty. Its actions shall be reported to the Faculty.

The Committee shall act with power on petitions from individual students relating to exceptions to established standards of

academic performance, and on applications for readmission.

The Committee shall present to the Faculty its recommendations on candidates to be awarded bachelors' degrees.

- C. The **Committee on Undergraduate Admissions and Student Aid** shall consist of the Director of Admissions, the Director of Student Aid, the Registrar, six elected members, and a voting member appointed biennially by and from the Committee on Educational Policy. The Committee shall be concerned with policies on admission of all undergraduate students, including college transfers, except in cases of students applying for readmission, and with financial aid to students, including undergraduate scholarships, loans, and student employment.
- D. The **Committee on Student Environment** shall consist of the Dean of Student Affairs, the Dean of Residence, six elected members, and a voting member appointed biennially by and from the Committee on Educational Policy. It shall be concerned with student life, especially with non-academic features which have a direct bearing on the education of the student as a citizen and a member of the Institute community.
- E. The **Committee on Discipline** shall consist of the Dean of Student Affairs, six elected members of the Faculty, and a voting member appointed biennially by and from the Committee on Educational Policy. The Committee shall consider such cases of alleged misconduct as shall be brought to its attention by the Dean of Student Affairs. 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, the recommendation with the findings shall be reported to the President for approval or disapproval; otherwise, the Committee shall act with power.

13. The **Committee on Nominations** shall consist of six members appointed by the President, each member to serve for a three-year term. Two new members shall be appointed each year. The President shall designate the Chairman from among the membership. The Committee shall nominate the following officers of the Faculty: a Chairman, a Secretary, and an Assistant Secretary; and shall also nominate candidates for the elected

membership of the Standing Committees. It shall circulate the list of nominees to all members of the Faculty not later than the April meeting of the Faculty. The Committee shall have power to fill any vacancies that may occur during the year, in the offices of Chairman, Secretary, and Assistant Secretary, and in the elected membership of the Standing Committees.

14. The **Committee on the Libraries** 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 eight members: two appointed by the President; the Director of Libraries and the Associate Director of Libraries; and four other members elected by the Faculty: The two *appointed* members shall serve for four years, one such being designated each second year at the regular May Meeting of the Faculty. 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 Committee on the Libraries for the subsequent year shall be chosen by and from this Executive Board not later than one week subsequent to the regular May Meeting of the Faculty.

(B) The Advisory Board of the Committee on the Libraries 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.

15. The **Committee on Industrial Liaison** shall consist of six elected members, each of whom shall serve a three-year term. The committee shall be concerned with the relationship of the activities of the Industrial Liaison Office to the activities of the members of the Faculty.

16. The **Committee on Outside Professional Activities** shall consist of five elected members, including the chairman. The Committee will keep itself informed of and will report periodically to the Faculty new problems of potential conflicts of interest

and recommend appropriate modifications of policies and procedures to the Faculty.

The Committee will also consider any case of Faculty involvement in outside activities, present or proposed, which in its judgment raises questions of conflict of interest. The Faculty member concerned may request such consideration, but the Committee will also investigate on its own initiative or on request from other responsible sources. It will discuss the issues privately with the individual concerned with the objective of arriving at a satisfactory resolution of the problem. In the event that such discussion fails to resolve a situation the matter will be referred to the Faculty for final disposition either by the Committee or by the individual concerned.

Unless otherwise requested by the individual, or unless referred to the Faculty, all matters discussed by the Committee will be held in strict confidence.

17. The **Staff Section of the Committee on Staff-Administration** shall consist of six Faculty members and one non-Faculty member with the rank of Instructor. Each member with Faculty rank shall serve a three-year term, two such members being elected each year. In making nominations for the members of Faculty rank, the Committee on Nominations shall be guided by the principal that it is desirable to have two members of each of the three professional ranks on the Staff Section. The member with rank of Instructor shall serve for a term of one year. Each year before the regular May meeting of the Faculty, the election of the member with rank of Instructor shall take place; this election shall be conducted by the Committee on Nominations, votes being cast by non-Faculty members of the staff with rank of Instructor, on a ballot prepared by the Committee on Nominations. The Staff Section shall join with the Administration Section to form the Committee on Staff-Administration. This Committee shall consider problems involving relationships between Administration and Staff.

#### SUSPENSION OF RULES

18. 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 OF RULES

19. 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, but not less than thirty affirmative votes, shall be required.

**REGULATIONS OF THE FACULTY**

Revised to September, 1965

**CALENDAR**

1. The academic year shall begin on the Monday prior to 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 set aside 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 Friday two weeks after the last exercises of the spring term.

The exercises of the Institute shall be suspended on legal holidays and during the following vacation periods: *Christmas*—from the Saturday before Christmas to the Sunday after New Year's Day, inclusive, except when Christmas falls on Sunday or Monday when the period shall be from the Thursday before Christmas to the Tuesday after New Year's Day, inclusive; *Spring*—the week following the seventh week of the second term.

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

Exercises shall begin five minutes after and end five minutes before the hour.

**REQUIREMENTS FOR ADMISSION**

2. To be admitted to the first-year class, the applicant must be of good character and must satisfactorily pass examinations or be certified, under regulations approved by the Faculty, in Algebra, Plane Geometry, Trigonometry, Physics, Chemistry, and English. He must also present satisfactory certificates for elective subjects as prescribed by the Faculty. Additional tests may be prescribed by the Committee on Undergraduate Admissions and Student Aid.

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 entrance 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 one of the advanced degrees, Master, Engineer, or Doctor, enumerated in Regulation 13, must, except in cases of unusual attainments, have taken his first degree in a school, college, or university of good standing. With his application for admission to the Graduate School he must file with the Secretary of the Committee on Graduate School Policy a statement of his previous work and present attainments and the program of 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 Graduate School Policy and must be approved by the student's Registration Officer and the Committee on Graduate Students of the department in which he is to be enrolled or by a special interdepartmental committee appointed by the Dean of the Graduate School to supervise his program if it is in a field which lies between or in two or more departments.

Only those applicants for advanced degrees shall be accepted whose attainments, as shown by their previous records of scholarship or by other information, indicate that their proposed courses of study and research can be creditably pursued.

### CURRICULA

6. In curricula leading to the Bachelor of Science degree, the total number of units required for graduation shall be not less than 360 nor more than 385. In curricula leading to the Bachelor in Architecture degree, the total number of units required for graduation shall be not less than 450 nor more than 480. One unit represents one hour per week of lecture, exercise, or preparation for one term.

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 Faculty Counselor or Registration Officer. After thirteen weeks, registration in any subject may not be cancelled by an undergraduate without the additional approval of the Committee on Academic Performance.

### EXAMINATIONS

8. Final examinations shall be held during the final examination period following each term. A reading period of three days in length, Sundays excepted, shall be held immediately before each final examination period.

No final examination shall be given in any First Year Elective subject. Any single examination shall be limited to not over three hours.

The Dean of Student Affairs in the case of an undergraduate student, or the Dean of the Graduate School in the case of a graduate student, may excuse a student from a scheduled final examination for reasons of illness or significant personal problems by issuing the grade of OX. An instructor in charge of a subject may excuse a student from a final examination which has been postponed for reasons other than excuse by the Dean, such as conflicts between examinations or with religious holidays, if a mutually satisfactory agreement can be reached between the student and the instructor, if the agreement is ratified in advance of this examination by the Head of the Department in which the subject is offered, and if the instructor is prepared to submit a grade based on other evidence.

For each subject in which a final examination is given during the prescribed period, no written examinations or quizzes shall be given during the three days, Sundays excepted, preceding the reading period. For each subject in which no final examination is given during the prescribed examination period, no more than one written exercise of not more than one hour (one class period in the case of laboratory or design subjects) shall be given during the three days, Sundays excepted, preceding the reading period.

No examinations shall be given during reading period. No assignments shall be scheduled to be submitted during the reading period.

9. Examinations for Advanced Standing. Undergraduate students of outstanding ability may take examinations for ad-



vanced standing during the scheduled examination periods, provided that they have never been registered for or attended class in the subject concerned. Notice of intention must be filed with the Registrar and must be submitted at least three weeks before the day of the first scheduled examination of the examination period. Endorsement by the member of the Faculty in charge is required in all subjects which involve laboratory instruction or design. A passing grade entitles a student to full credit for the subject.

10. Condition examinations shall be held during the examination period in September for second-term subjects, in October for summer-session subjects, and in March 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 E in design or in laboratory work shall be made up in accordance with the regulation for completing the work for grades of Incomplete. (See Regulation 11.)

### GRADES

11. 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 Academic Performance shall determine.

The grades described below are not rigidly related to any numerical percentages.

The grades to be used are:

A, passed with honor.

B, passed with credit.

C, passed.

D, barely passed.

J, grade in the same subject in a later term also covers this term. It may be used only for research or thesis work, or for

seminars of graduate grade.

N, subject passed, but formal grade is not assigned. (To be used for undergraduate subjects only in cases designated by the Committee on Academic Performance.) When used, this grade must be given to all students who satisfactorily complete the subject.

I, incomplete. The work required has not been completed. The grade of I indicates that a minor part of a specific requirement, such as a report or design or laboratory assignment, has not been completed and that a passing grade in the subject is to be expected when the work is completed. If the work is not completed within the time specified below, the student must register for and repeat the subject in order to receive credit.

I, in lecture or recitation subjects. Work must be completed not later than the end of the fifth week of the succeeding term of the regular academic year.

I or E, in design and in the Electrical Engineering Laboratory subjects. Work must be completed not later than the end of the academic term succeeding the one in which it was received.

I or E, in laboratory work, except the Electrical Engineering Laboratory subjects. Work must be completed within one year from the date incurred.

E, failed conditionally. The student is allowed to take subjects dependent thereon. (Not to be used on condition examinations. Failures in condition examinations are to be reported F.) Student is entitled to a re-examination (except in design or in 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 condition examination period or the right to such examination is forfeited. (A grade of E in a design or in a laboratory subject is to be completed in accordance with the regulations in the preceding paragraph.)

F, failed completely. This grade signifies that the student must repeat the subject to receive credit, and he is not allowed to take subjects dependent thereon unless he has had an E 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.

O, absent. Grade indicates absence from final examination or absence during the last two weeks of the term or both, when

the record of the student throughout the term was passing. It is equivalent to a grade of F. An unsatisfactory record because of absence throughout the term should be recorded as F.

IX, incomplete satisfactorily explained to the Dean of Student Affairs in the case of an undergraduate student, or to the Dean of the Graduate School in the case of a graduate student. Student is entitled to clear the subject as specified under I, incomplete, above.

OX, absence satisfactorily explained to and excused by the Dean of Student Affairs in the case of an undergraduate student or by the Dean of the Graduate School in the case of a graduate student. The instructor in charge of the subject will be notified when this grade is issued. The instructor then may, if the evidence warrants, issue a final grade without requiring a postponed final examination.

### THESES

12. The general requirements for the format of written theses shall be prescribed and published by the Committee on Graduate School Policy for Graduate theses, and by the Committee on Educational Policy for Undergraduate theses or projects.

The face copy and one additional copy of each thesis or project shall be delivered to the office of the headquarters of the department or course in which the candidate is registered as follows: for June or February Bachelor's, Master's, and Engineer's degree 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.

All graduate theses shall be deposited in the Library. Undergraduate theses which in the judgment of the department or course represent a significant contribution shall be deposited in the Library. The several departments and courses shall transmit the face copies of these theses to the Director of the Libraries not later than one month after the end of the term in which the thesis was submitted.

Any thesis or project containing information classified by any empowered governmental authority as confidential or secret must conform to the preceding regulations except that both copies shall be delivered only to that Institute administrative official authorized to receive such material.

A thesis or project is the permanent property of the Institute and shall not be published wholly or in part except by authorization of the head of the department or course in which the student was registered when the thesis was submitted.

### DEGREES

13. The degrees for which candidates may be recommended to the Corporation shall be Bachelor of Science (S.B.), Bachelor in Architecture (B.Arch.), Master of Science (S.M.), Master in Architecture (M.Arch.), Master in City Planning (M.C.P.), Building Engineer (Bldg.E.), Chemical Engineer (Chem.E.), Civil Engineer (C.E.), Electrical Engineer (E.E.), Engineer in Aeronautics and Astronautics (E.A.A.), Marine Mechanical Engineer (Mar.Mech.E.), Materials Engineer (Mat.E.), Mechanical Engineer (Mech.E.), Metallurgical Engineer (Met.E.), Mineral Engineer (Min.E.), Naval Architect (Nav.Arch.), Naval Engineer (Nav.E.), Nuclear Engineer (Nuc.E.), Sanitary Engineer (San.E.), Doctor of Philosophy (Ph.D.), and Doctor of Science (Sc.D.).

14. To be recommended for the degree of Bachelor of Science or Bachelor in Architecture, a student must have attended the Institute not less than one academic year, which ordinarily must be the year of his graduation. He must have completed satisfactorily a program of study approved in accordance with the Rules and Regulations of the Faculty.

A. For members of classes that enter before July 1, 1965, the General Institute Requirements for the degree of Bachelor of Science are the successful completion of the following: 5.01 (6-5), 5.02 (6-5), 8.01T (5-6), 8.02T (5-6), 8.03T (4-8), 8.04T (4-8), 18.01 (3-6), 18.02 (3-6), 18.03 (3-6), 18.04 (3-6), 21.01 (3-5), 21.02 (3-5), 21.03 (3-5) or 21.04 (3-5), 17.01 (3-5) or 21.05 (3-5) or 21.06 (3-5), the first-year elective requirement, the upperclass Humanities and Social Sciences requirements and the Physical Education requirement as voted by the Faculty, and a total of at least 360 units, excluding advanced Army R.O.T.C.

For members of classes that enter before July 1, 1965, the General Institute Requirements for the degree of Bachelor in Architecture are the successful completion of the following: 8.01T (5-6), 8.02T (5-6), 8.03T (4-8), 8.04T (4-8), 18.01 (3-6), 18.02 (3-6), 21.01 (3-5), 21.02 (3-5), 21.03 (3-5) or 21.04 (3-5),

17.01 (3-5) or 21.05 (3-5) or 21.06 (3-5), the first-year elective requirement, the upperclass Humanities and Social Sciences requirements and the Physical Education requirement as voted by the Faculty, and a total of at least 450 units, excluding advanced Army R.O.T.C. For students already holding a Bachelor's degree or its equivalent, the required four terms of Physics can be satisfied by two terms of Physics and two terms of Natural Science.

B. For members of classes that enter after July 1, 1965, the General Institute Requirements for the degree of Bachelor of Science are the successful completion of the following: 5.01T (12), 8.01T (12), 8.02T (12), 18.01T (12), 18.02T (12), 21.01T (9), 21.02T (9), 21.03T (9) or 21.04T (9), 21.05T (9) or 21.06T (9) or 17.01T (9), and, as voted by the Faculty, Science Distribution subjects in at least three different fields totaling 36 units, 12 units of Laboratory, the upperclass Humanities and Social Sciences requirements (32 units), the Physical Education requirement, and a total of at least 360 units, excluding advanced Army R.O.T.C.

Departmental requirements shall permit the student so to schedule his second year that he can complete the Science Distribution, Laboratory, and second-year Humanities requirements within a normal load of 90 to 96 units; and at least 42 of these units shall not be restricted by the Department. All approved Course Curricula for the degree of Bachelor of Science shall make possible at least 12 units of unrestricted elective time in the Freshman year and a total of at least 24 units in the Junior and Senior years.

In accordance with the authority granted to them by Faculty Rule 12A(6) and Faculty Regulation 6, the individual Departments shall exert strong efforts to make it possible for students who have not taken the appropriate departmentally prescribed subjects during their Freshman and Sophomore years to complete their degree requirements in a normal four-year period.

For members of classes that enter after July 1, 1965, the General Institute Requirements for the degree of Bachelor in Architecture are the successful completion of the following: 8.01T (12), 8.02T (12), 18.01T (12), 18.02T (12), 21.01T (9), 21.02T (9), 21.03T (9) or 21.04T (9), 21.05T (9) or 21.06T (9) or 17.01T (9), and, as voted by the Faculty, Science Distribution subjects (12 units), 12 units of Laboratory, the upper-class Humanities and Social Sciences requirements (32 units), the

Physical Education requirement, and a total of at least 450 units, excluding advanced Army R.O.T.C.

Departmental requirements shall permit the student so to schedule his second year that he can complete the Science Distribution, Laboratory, and second-year Humanities requirements within a normal load of 90 to 96 units; and at least 42 of these units shall not be restricted by the Department. The approved Course Curriculum for the degree of Bachelor in Architecture shall make possible at least 12 units of unrestricted elective time in the Freshman year and a total of at least 24 units beyond the Sophomore year.

- (a) The Committee on Curricula shall specify which subjects may be used to satisfy the Laboratory requirement and the Science Distribution requirement. Only subjects with prerequisites such that the subjects can be taken by Freshmen or Sophomores are eligible for this purpose; except that the Committee on Curricula is authorized to specify other laboratory subjects which may be used to satisfy the Laboratory requirement.
- (b) The Committee on Curricula shall divide the Science Distribution subjects into not less than six separate fields.
- (c) It is the intent of the Faculty that students shall satisfy a portion of the Laboratory requirement during the first two years. It is the further intent of the Faculty that the 12 units of Laboratory requirement be met by one subject of 12 units, or parts of two subjects totaling 12 units, so that the Laboratory subjects will call for a major commitment of the student's attention; and, further, that the approved Laboratory subjects emphasize as much as possible work of project type rather than experimental exercises.
- (d) It is the intent of the Faculty that students may use the 12 unrestricted elective units guaranteed to them in the Freshman year by enrolling in any subject for which they are properly qualified and for which credit is offered. For example: Subjects expressly designed for this purpose (the regular Freshman Electives and the Undergraduate Seminars); foreign language subjects for which the student is qualified; upper-class electives in humanities without prerequisites; or upper-class electives for which the student has sufficient preparation to justify the waiving of the prerequisites by the instructor in charge. Students may receive credit for the regular Freshman Electives and the Undergraduate Seminars only when taken in the Freshman and Sophomore years, and then only to the extent of 12 units. If other electives are taken in their place, the units in excess of 12 may also be applied toward the total degree requirements.

15. To be recommended for the degree of Master of Science, Master in Architecture, or Master in City Planning, a student must not only have a clear record in an approved program of graduate study and research, but his scholastic standing as shown by his cumulative record must be of a distinctly high grade. He must have completed satisfactorily a program of study of at least 66 units, of which 42 units shall be A subjects, and a thesis, both acceptable to the department in which he is enrolled. If 34 units of A subjects and the thesis are in a single field, as determined by a Departmental Committee on Graduate Students, the degree will be recommended with specification of the field in which the student has thus specialized; otherwise, the degree will be recommended without specification.

Any Departmental Committee on Graduate Students may accept, in lieu of the thesis required for the degree of Master of Science, with or without specification, a record of satisfactory performance in equivalent work taken at the School of Chemical Engineering Practice.

16. To be recommended for one of the Engineer degrees listed in Regulation 13, a student must have completed with high scholastic standing a program of at least 162 units of advanced study and a thesis, both acceptable to the department of the School of Engineering in which the student is enrolled.

17. The degrees, Doctor of Philosophy and Doctor of Science, awarded in some branch of science or engineering, and the degree, Doctor of Philosophy, awarded in the field of city and regional planning, of economics, of political science, of industrial management, of linguistics, of psychology, or of philosophy certify to the creditable completion of an advanced course of study in the branch or field concerned, and to the performance of an original research of high grade on some topic relevant to that branch or field.

The course of advanced study and research leading to one of these degrees must be pursued under the direction of the Committee on Graduate School Policy for at least two academic years, except in the case of applicants who satisfy the Committee 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

18. 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 Student Affairs.

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. If the offense is a less serious one, the student may be placed on 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 Discipline.

### AMENDMENT OF REGULATIONS

19. 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.