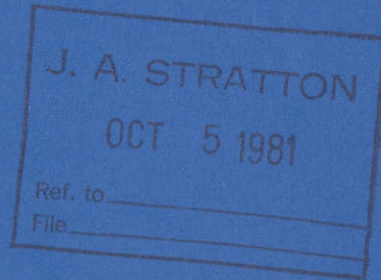


Rules and Regulations of the Faculty

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Revised
to
September, 1981



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Rules and
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the Faculty

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Rules of the Faculty

Revised
to
September, 1981

1.10 Membership

- 1.11 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 for Student Affairs; the Registrar; the Director of Admissions; the Director of Student Financial Aid; the Director of Libraries; the Medical Director; and the Director of the Summer Session. In addition, the Faculty, on the recommendation of its officers, shall designate each year by vote certain administrative staff positions; the holders of these positions shall be *ex officio* Members of the Faculty for that year.

1.20 Officers

- 1.21 The officers of the Faculty shall be a Chairman, an Associate Chairman, and a Secretary, and, *ex officio*, the President of the Institute. (The President of the Institute is, *ex officio*, President of the Faculty.)
- 1.22 In the absence of the President, the Chairman of the Faculty shall preside at the Faculty meetings.
- 1.23 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 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.

1.30

Meetings

1.31

The regular meetings shall be held on the Wednesday following the beginning of the first term, and on the third Wednesday of each succeeding month during the academic year except in January, and on the Wednesday 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.

1.40

Quorum

1.41

Thirty members shall constitute a quorum.

1.50

Elections

1.51

The Chairman, the Associate Chairman, the Secretary of the Faculty, and the new members in the elected membership of Standing Committees shall be elected each year at the Annual Meeting. Nominations alternative to those circulated by the Committee on Nominations may be made either at the April meeting of the Faculty or in writing to the Secretary of the Faculty by the Wednesday following the April Faculty meeting, provided in all cases that the consent of the nominee has been obtained. Nominations submitted in writing must bear the signatures of the nominator and the seconder. 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 reelection 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.

1.60

Faculty Council

1.61

The Faculty Council shall consist of the Chairman of the Corporation, the President, Vice Presidents, Provost, Associate Provosts, Chairman of the Faculty, Associate 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 Graduate School, Dean for Student Affairs, Director of Libraries, Secretary of the Faculty, 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.

1.70

Committees

1.71

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

The undergraduate and graduate student members, if any, of each Standing Committee shall be appointed from an ordered list of nominees provided by the respective student governments. Except as otherwise specified, the term of student members of the Standing Committees shall be one year.

1.72

The Committee on Graduate School Policy shall consist of the Dean of the Graduate School as Chairman, the Associate Deans of the Graduate School, the Dean for Student Affairs, the Director of Admissions, the Associate Chairman of the Faculty, and the Registrar, *ex officio*, one Faculty member elected from each of the departments authorized to recommend candidates for advanced degrees, one Faculty member elected from the Whitaker College, and any additional elected members nominated by the President upon the recommendation of the Dean of the Graduate School to represent interdepartmental fields of study. Each member of this Committee representing a department or the Whitaker College shall be a member of the Committee on Graduate Students of the departmental or College faculty. Each elected member shall serve for one year and shall be eligible for reelection. Two students who are candidates for graduate degrees shall also be members of the Committee.

The Committee shall exercise general overview of graduate programs and of students working for advanced degrees. It shall report to the Faculty recommendations on matters of policy in these areas requiring Faculty action.

Among the duties and responsibilities of the Committee shall be:

- a. Providing guidance with respect to graduate admissions policies and procedures; the granting of graduate scholarship and fellowship awards; and the conditions of appointment to the graduate student staff.
- b. Evaluating proposals for the adoption of new graduate degree programs and for the discontinuation of existing programs, and making recommendations to the Faculty concerning these programs.
- c. Cooperating with the Committee on Academic Performance in making recommendations to the Faculty on such matters as calendar changes, examinations, and grading.
- d. Cooperating with the Committee on Educational Policy on those matters of graduate educational policy which affect the Institute at large.

The Committee shall act with power on proposals for changes in graduate level subjects of instruction and shall report all approved changes to the Faculty.

The Committee shall act with power upon requests from graduate students for approval of minor departures from general requirements for advanced degrees.

The Committee shall act with power in evaluating the academic performance of graduate students, including the issuance of formal warnings and denials of further registration in the Graduate School.

At the conclusion of the two regular terms and of the summer session, the Committee shall make recommendations to the Faculty for the awarding of advanced degrees.

1.73

The Committee on Educational Policy shall consist of the Chairman of the Faculty who shall be the Chairman of the Committee; of the Associate Chairman of the Faculty who shall be the Deputy 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 three undergraduate and two graduate student voting members; and of the Provost, one Associate Provost, and the Vice President in the Office of the President, *ex officio*, nonvoting. Three appointed Faculty members and three elected Faculty members shall be chosen each year for two-year terms.

Each appointed Faculty member representing a School shall serve as a liaison between the Committee on Educational Policy and that School, and five of the elected Faculty members, to be appointed annually by the Chairman of the Committee on Educational Policy, shall each be *ex officio* a voting member of one of the following Standing Committees: Curricula, Academic Performance, Undergraduate Admissions and Financial Aid, Student Affairs, and Discipline.

The Committee shall have the following duties and responsibilities:

- 1.73.1 Interpret and implement educational policy as approved by the Faculty, acting with power if unanimous.
- 1.73.2 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.
- 1.73.3 Coordinate the work of the following committees of the Faculty concerned with undergraduate education: the Standing Committees on Curricula, Academic Performance, Undergraduate Admissions and Financial Aid, Student Affairs, and Discipline; and consult with the Committee on Graduate School Policy on matters of graduate educational policy affecting the Institute at large.
- 1.73.4 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.
- 1.73.5 Report at regular Faculty meetings, and on matters of general interest publish agenda and hold open committee meetings.
- 1.73.6 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.
- 1.73.7 Perform such other duties and responsibilities pertaining to undergraduate and graduate education as may be delegated to it by the Faculty.
- 1.73.8 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 MIT 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.

1.74

Each of the following Committees—Curricula, Academic Performance, Undergraduate Admissions and Financial Aid, Student Affairs, 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.

1.74.1

The Committee on Curricula shall consist of six elected and voting Faculty members, the voting Faculty member appointed from the Committee on Educational Policy, four voting undergraduate student members, and the following *ex officio*, nonvoting members: one Associate Provost, the Registrar, and the Director of the Undergraduate Academic Support Office.

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

- a. The Committee shall consider proposals for changes in the General Institute Requirements and make suitable recommendations to the Faculty.
- b. The Committee shall act with power on proposals for Science Distribution and Laboratory subjects within the General Institute Requirements and shall report such actions to the Faculty.
- c. The Committee shall act with power for the Faculty on requests from individual students for exceptions to the General Institute Requirements.
- d. The Committee shall act with power on proposals for changes in undergraduate subjects of instruction and shall report all approved changes to the Faculty.
- e. The Committee shall act with power on proposals for new curricula and changes in existing curricula, and shall report all approvals to the Faculty. Each department shall indicate whether the proposed curriculum shall lead to the degree Bachelor of Science in a specified field or to the degree Bachelor of Science without designation of field. In the case of the degree Bachelor of Science the graduate's record and transcript shall indicate the department recommending the degree. Upon request of a department, the Committee may approve in the case of an individual student a program leading to the degree Bachelor of Science without designation of field.
- f. 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 for each student during the term in which he or she is a degree candidate.

(1) It is the intent of the Faculty that undergraduate 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 term, 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 Advisor, 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.

(2) 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.

(3) 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.

g. A school which, with Faculty approval, so chooses shall exercise the powers and responsibilities available in the above to individual departments in the matter of the degree of Bachelor of Science without designation of field.

1.74.2

The Committee on Academic Performance shall consist of six elected members of the Faculty, the voting member appointed from the Committee on Educational Policy, three undergraduate students with voting rights, and the following *ex officio*, nonvoting members: the Dean for Student Affairs, the Registrar, the Medical Director, the Director of Student Financial Aid, and the Director of the Undergraduate Academic Support Office.

The Committee shall be concerned with the academic performance of undergraduates. It shall make recommendations to the Faculty on such matters as minimum scholastic standards, examinations, and grading, in consultation with the Committee on Graduate School Policy on those matters which also relate to graduate students.

The Committee shall act with power on petitions from individual undergraduate students relating to exceptions to established academic standards, and on applications for readmission at the undergraduate level.

At the conclusion of each regular examination period, the Committee shall hold meetings with the Undergraduate Academic Support Office, the second-year Faculty Advisors, the third-year Faculty Advisors, and the fourth-year Faculty Advisors, in order to review the academic records of undergraduate students and to take appropriate action in the name of the Faculty.

The Committee shall present to the Faculty its recommendations on candidates to be awarded Bachelor's degrees, and also a summary of its other actions.

1.74.3

The Committee on Undergraduate Admissions and Financial Aid shall consist of six elected Faculty members, the member appointed from the Committee on Educational Policy, three undergraduate students selected for two-year staggered terms, and, *ex officio*, the Director of Admissions, the Director of Student Financial Aid, and the Director of the Undergraduate Academic Support Office, all with voting rights. The Committee shall be responsible for formulating and reviewing policies on admission of all undergraduate students, including college transfers, except in cases of students applying for readmission, and on financial aid to students, including undergraduate scholarships, loans, and student employment. The Committee shall also exercise prior review of MIT publications and formal releases directed toward the prospective undergraduate student.

1.74.4

The Committee on Student Affairs shall consist of nine elected members of the Faculty, the Faculty member appointed from the Committee on Educational Policy, and four undergraduate and two graduate students. The Dean for Student

Affairs shall be an *ex officio*, nonvoting member of the Committee. The four undergraduate students shall normally include at least one sophomore, one junior, and one senior. All new appointments of student members shall be made by June 15, to be effective in the following academic year.

Because successful education depends on social and affective, as well as cognitive, aspects of the student's experience, the Committee shall be concerned with student life and the quality of the learning and living environment at MIT. The Committee shall be concerned with the range, availability, and effectiveness of Institute-wide support services to students, and with the formal and informal relationship between the Institute and the student. It is expected that the Committee will meet regularly with representatives of support services to students; it is anticipated that the Committee will undertake study and research of specific issues and may require special resources to do so. The Committee shall serve as the standing Faculty advisory body to the Office of the Dean for Student Affairs, offering policy consideration and advice.

1.74.5 **The Committee on Discipline** shall consist of the Dean for Student Affairs, *ex officio*, six elected members of the Faculty, the member appointed from the Committee on Educational Policy, and three undergraduate and two graduate students, all with voting rights. The Committee shall consider such cases of alleged misconduct as shall be brought to its attention by the Dean for Student Affairs. An accused student shall be given an opportunity to appear 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.

1.75 **The Committee on Nominations** shall consist of six Faculty 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, an Associate Chairman, and a 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, Associate Chairman, and Secretary, and in the elected membership of the Standing Committees.

1.76 **The Committee on the Library System** shall consist of six Faculty members elected for three-year staggered terms, two graduate student members with two-year staggered terms, two undergraduates with one-year terms, and the following *ex officio* members: the Provost (or representative), the Director of Information Processing Services (or representative), and the Director of Libraries and two members of the Library Staff designated by the Director.

The Committee on the Library System shall formulate policy for the administration of the Library System consistent with the objectives of the Institute. It shall review budget allocations as prepared by the Director of Libraries. It shall foster the effective operation of Library Advisory Committees which shall be appointed for each of the libraries and reading rooms and shall seek the advice of the Advisory Committees on matters of policy where appropriate.

1.77 **The Committee on Industrial Liaison** shall consist of six elected Faculty 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.

1.78

The Committee on Outside Professional Activities shall consist of six elected Faculty members, each of whom shall serve a three-year term. 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.

1.79

The Faculty Section of the Committee on Faculty-Administration shall consist of six Faculty members. Each member with Faculty rank shall serve a three-year term, two such members being elected each year. In making nominations of the members of Faculty rank, the Committee on Nominations shall be guided by the principle that it is desirable that at least three members have tenure appointments and that at least two be nontenured. The Faculty Section shall join with the Administration Section to form the Committee on Faculty-Administration. This Committee shall consider issues involving relationships between Administration and Faculty or other academic staff with teaching responsibilities. The Committee shall develop ad hoc arrangements to ensure that academic staff not of Faculty rank are adequately represented in discussion and debate of issues with special impact upon their interests.

1.80

Suspension of Rules

1.81

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.

1.90

Amendment of Rules

1.91

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, 1981

2.10 Calendar

2.11 The academic year shall normally begin on the second Monday in September. In those years in which the second Monday falls on September 13 or 14, the academic year shall begin on the second Wednesday of September. The academic year shall be divided into two terms of approximately fourteen weeks each. Normally, the Thursday and Friday of the fourteenth week and the following weekend shall be a reading period; subjects in which a final exam is given shall not hold classes during the reading period. The week following the term will be reserved for final examinations. In those years in which the second Monday in September falls on September 13 or 14, the reading period shall consist of the three days, Saturday, Sunday and Monday following the fourteenth week of the fall term; no classes in any subject may be held during these three days; final examinations will begin on Tuesday following the reading period and the remainder of the week will be set aside for examinations. There shall be a period of four weeks between terms set aside for independent activities. Graduation exercises shall be held on the third Monday following 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 a Sunday, when the period shall be from December 23 to January 8, inclusive. Spring—the week following the seventh full week of the term. Also, two-day vacations in October, November, February, and April incorporating when possible the legal holidays in those months.

Exercises shall, in general, be held between 9 a.m. and 5 p.m. Monday through Friday.

Exercises shall begin five minutes after and end five minutes before the scheduled hour or half-hour.

2.11.1 It is the intent of the Faculty that for undergraduate subjects there shall be no required academic exercises between 5 p.m. and 7 p.m. Monday through Friday and between 1 p.m. Saturday and 8 a.m. Monday. Exceptions may be made with the concurrence of the Committee on Academic Performance.

2.20 Requirements for Admission

2.21 To be admitted to the first-year class, applicants 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. They 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 Financial Aid.

- 2.22** 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.
- 2.23** On approval of the Director of Admissions, undergraduate 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. Special student status shall be granted for one term only; students must seek readmission as Special Students for any succeeding terms.
- 2.24** An applicant for one of the graduate degrees, Master, Engineer, or Doctor, enumerated in Regulation 2.81, must, except in cases of unusual attainments, have taken a first degree (or provide evidence of equivalent credentials) from a school, college, or university of good standing. With an application for admission to the Graduate School the student must provide a statement of his or her previous work and present attainments, and the program of advanced work which the student intends to do at the Institute. The applicant's credentials and proposed course of study shall be passed upon by the Committee on Graduate Students of the appropriate department or program. The Director of Admissions will provide to the applicant the official notification of this action.

In a similar manner, applications for special student status at the graduate level will be submitted through the Director of Admissions for review by the appropriate faculty. The applicant must apply for admission prior to each term in which the applicant proposes to register as a Special Student.

2.30 Curricula

- 2.31** 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. 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 the 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 or her subjects by students whose work is of passing grade.

2.40 Registration

- 2.41** Prior to the opening of each regular term, every student shall register for the desired subjects and, when necessary, the desired Course. Initial registration and all later modifications of registration in each term require the approval of the Freshman Advisor or Faculty Advisor or Registration Officer. Registration for any additional subjects after the first week also requires the approval of the Faculty member in charge of the subject, and, after the fifth week, requires certification that instruction begins at that time. Cancellation of registration may be made up to a date three weeks prior to the last day of classes without additional approvals, but after this date cancellation of registration requires the following additional

approvals: for an undergraduate student, the Committee on Academic Performance; for a graduate student, the Dean of the Graduate School. The cancellation of registration for any subject after the fifth week will be recorded on the internal record of the student with the notation DR and the date of cancellation.

Initial registration and all later modifications during the summer session require only the approval of the Freshman Advisor or Faculty Advisor or Registration Officer. Changes subsequent to the last day of classes in the summer session require the same additional approval as changes made during the last three weeks of regular terms.

2.50 Examinations

2.51 Final examinations shall be held during the final examination period following each term. Any single examination shall be limited to not over three hours.

The Dean for 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. (See the grade of OX, Section 2.62.3.) The Faculty member in charge of a subject may excuse a student from a final examination for such reasons as conflicts either between examinations or with religious holidays, if a mutually satisfactory agreement can be reached between the student and the Faculty member, if the agreement is ratified in advance of the examination by the Head of the department in which the subject is offered, and if the Faculty member 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 shall be given during the eight days preceding the examination period. For each subject in which no final examination is given during the prescribed period, no more than one written examination limited to one normal class period (or to one and one-half hours, whichever is shorter) shall be given during those preceding eight days.

No assignment, term paper, or oral presentation for any subject shall fall due after the last day of class exercises for that subject.

2.52 An examination for advanced standing may be taken by an undergraduate student during the scheduled examination periods, provided that the student has never been registered for or attended class in the subject concerned. Notice of intention must be filed with the Registrar at least three weeks before the first day of the examination period. An advanced standing examination shall be given only upon the approval of the Faculty member in charge of the subject, who may require evidence of competence in addition to the examination if the subject normally involves measures of student performance qualitatively different from the examination. A passing grade entitles a student to full credit for the subject. A failing grade will appear on the permanent record except for first-year undergraduate students for whom a failing grade will appear only on the internal record.

2.60 Grades

2.61 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 Faculty member in charge of the subject. Instructors may also submit written comments on forms provided. These comments are addressed to the student and to the Faculty Advisor or Registration Officer. Comments are retained in the student's internal file.

2.62 The grades described below are not rigidly related to any numerical scores or distribution function.

2.62.1 The grades to be awarded to students who satisfactorily complete the work of a subject by the end of a term and the definitions of these grades are:

- A** Exceptionally good performance, demonstrating a superior understanding of the subject matter, a foundation of extensive knowledge, and a skillful use of concepts and/or materials.
- B** Good performance, demonstrating capacity to use the appropriate concepts, a good understanding of the subject matter, and an ability to handle the problems and materials encountered in the subject.
- C** Adequate performance, demonstrating an adequate understanding of the subject matter; an ability to handle relatively simple problems, and adequate preparation for moving on to more advanced work in the field.
- D** Minimally acceptable performance, demonstrating at least partial familiarity with the subject matter and some capacity to deal with relatively simple problems, but also demonstrating deficiencies serious enough to make it inadvisable to proceed further in the field without additional work.
- P** When the use of the single passing grade P is authorized, it may reflect performance at any of the levels, A, B, C, D.

The grade of P is authorized for use under the following circumstances:

- i. for satisfactory performance in a subject by a first-year undergraduate student.
- ii. for satisfactory performance in any of the subjects designated by the Committee on Curricula, the Committee on Educational Policy, the Committee on Graduate School Policy, or by vote of the Faculty as subjects to be graded on a Pass/Fail basis. All students who satisfactorily complete the subjects must receive a P grade.
- iii. for satisfactory performance by students in special programs voted by the Committee on Educational Policy or by the Faculty.
- iv. for satisfactory performance in a total of no more than two subjects elected during an undergraduate's third and fourth years. These subjects cannot be used to fulfill General Institute or Departmental Requirements, and must be elected and the Registrar notified before the end of the fifth week of the term.

The factors which determine the award of grades in any particular subject will necessarily be affected by the scope and level of that subject. In relatively elementary subjects the mastery of particular skills will often be of primary importance, whereas in more advanced subjects more complex considerations may enter into the evaluation.

The Faculty wishes to make it clear that in determining a student's grade consideration will be given for elegance of presentation, creativity, imagination, and originality, where these may appropriately be called for.

The transcript of the student's record shall contain the names of the subjects taken, the grades received, and a description of the grades in use at the time the student was enrolled.

2.62.2 The following notations are to be used by the Registrar for satisfactory completion of work in the circumstances indicated:

S, notation for credit awarded for work done elsewhere.

SA, notation for satisfactorily completed doctoral thesis. Doctoral theses are not graded.

2.62.3

The grades and notations to be used for subjects not passed or not completed are:

F, failed. This grade also signifies that the student must repeat the subject to receive credit.

O, absent. This grade indicates that the student was progressing satisfactorily during the term but was absent from the final examination or absent during the last two weeks of the term, or both. An O grade carries no credit for the subject. Unsatisfactory performance because of absence throughout the term should be recorded as F.

OX, absence satisfactorily explained to and excused by the Dean for 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 Faculty member in charge of the subject will be notified when an O is changed to an OX. An OX carries no credit for the subject. However, the Faculty member in charge must provide the student the opportunity to receive a credit-carrying grade. This may be done with or without the instructor requiring a postponed final examination or other additional evaluation procedure.

DR, a notation to be used only on the student's internal record for a subject dropped after the fifth week of the regular term.

I, incomplete. The grade of I indicates that a minor part of the subject requirements has not been completed and that a passing grade is to be expected when the work is completed. If the work is not completed before the end of the fifth week of the succeeding term of the regular academic year, explicit approval of the Faculty member in charge is required. If the work is not completed before the end of the succeeding term of the regular academic year (with the exception noted below), the student must register for and repeat the subject in order to receive credit. When completion of the subject requires facilities which are normally but not continuously available, this must be indicated on the form reporting the I grade and the work must be completed in the earliest term in which the facilities are available.

J, a notation assigned for work such as Thesis, UROP, or At Plant registration (internship or industrial practice), which has progressed satisfactorily but has not been completed. Grade given upon completion of the work in a later term also covers this term.

U, a notation for thesis work which has not been completed and in which progress has been unsatisfactory. Grade given upon completion of the work in a later term also covers this term. Unless a student's progress improves significantly, the student may expect that grade to be failing.

T, temporary notation. It is used for subjects which cover the equivalent of one term's work, but are scheduled over parts of two normal grading periods. Prior approval must have been obtained from the Committee on Curricula for undergraduate subjects or the Committee on Graduate School Policy for graduate subjects. This notation is recorded only on the student's internal record. A permanent grade must be assigned when the subject is finished.

2.63

Special Provisions for First-Year Undergraduate Students

2.63.1

For first-year undergraduate students: (a) the only passing grade recorded by the Registrar shall be P; and (b) the grades of F, O, and OX shall be recorded by the Registrar for use within the Institute only, and shall not appear on official Institute transcripts.

2.63.2

By the end of the seventh week and by the end of each term, each first-year undergraduate student shall submit, on a multi-copy form provided, an evaluation of his or her work and achievement in each subject to the instructor teaching the subject. Each instructor shall in turn write an evaluation of the student's performance in the space provided on the same form and send the form to the Freshman Advisor of the student. The instructor is responsible for completing the written evaluation even if the student does not initiate the procedure.

The Freshman Advisor should discuss all evaluations with the student, and give the student copies of the evaluations.

The responsibility of the instructor to provide each first-year undergraduate student with a meaningful evaluation of his or her work includes the responsibility to identify and record outstanding work in terse, concrete terms. Furthermore, if the instructor has computed a grade as a matter of normal procedure, he or she should report the grade to the student as part of the evaluation.

Each department is responsible for ensuring that records of the end-of-term evaluations are retained for a period of five years. This record may be released only when a student requests a copy of his or her record and presents satisfactory identification.

- 2.63.3** First-year undergraduates may register for and receive at most 60 credit units in the fall term and 63 credit units in the spring term. Individual exceptions to circumvent technical difficulties may be granted upon petition to the Committee on Academic Performance.

2.70 Theses

- 2.71** Specifications relating to the format of theses and information concerning copyright of theses will be published annually by the Director of Libraries as prescribed by the Committee on Graduate School Policy for graduate theses and by the Committee on Educational Policy for undergraduate theses.

Two copies of each thesis shall be delivered to the office of the headquarters of the department or Course in which the candidate is registered as follows: for Bachelor's, Master's, and Engineer's degree candidates not later than one (1) week before the end of term, and for Doctor's degree candidates not later than two (2) weeks before the end of term. For these purposes, the end of term of the first term is considered to be the last day of classes of the independent activities period following the first term, the end of term of the second term is the last day of classes of that term and the end of term for the summer session is the last day of classes of the regular summer session. Additional copies of the thesis shall be delivered as required by the department.

All theses submitted shall be of satisfactory physical quality for deposit in the Archives. The several departments and Courses shall transmit two copies of each graduate thesis to the Institute Archivist not later than one (1) month after the end of the term in which the thesis was accepted. Undergraduate theses which, in the judgment of the department or Course, represent a significant contribution shall be transmitted to the Institute Archivist in the same manner.

All theses submitted shall become the permanent physical property of the Institute.

The Institute will retain ownership of the copyrights to theses only (i) if the thesis research is performed in whole or in part by the student with financial support in the form of wages, salary, stipend, or grant from funds administered by the Institute and/or (ii) if the thesis research is performed in whole or in part utilizing equipment or facilities provided to the Institute under conditions that impose copyright restrictions. In all other cases, ownership of the copyrights shall reside with the student.

Guidance on current copyright procedures will be included in the theses specifications published each year. Students may request a waiver of the Institute's copyrights by written application to the Institute's Patent, Copyright, and Licensing Office.

Where copyright ownership is retained by the student, the student must, as a condition of a degree award, grant royalty-free permission to the Institute to reproduce and publicly distribute copies of the thesis.

Where copyright is retained by the Institute, any further publication in whole or in part by the author shall be made only by authorization of the Patent, Copyright, and Licensing Office in consultation with the head of the department or Course in which the author was registered when the thesis was accepted.

Required Legend for Thesis Title Page, or page immediately following, for those theses on which the students hold copyright:

The Author hereby grants to M.I.T. permission to reproduce and to distribute publicly copies of this thesis document in whole or in part.

2.80

Degrees

2.81

The degrees for which candidates may be recommended to the Corporation shall be Bachelor of Science (S.B.), Master of Science (S.M.), Master of Architecture (M.Arch.), Master in City Planning (M.C.P.), Chemical Engineer (Chem.E.), Civil Engineer (C.E.), Electrical Engineer (E.E.), Engineer in Aeronautics and Astronautics (E.A.A.), Environmental Engineer (Env.E.), Materials Engineer (Mat.E.), Mechanical Engineer (Mech.E.), Metallurgical Engineer (Met.E.), Nuclear Engineer (Nucl.E.), Ocean Engineer (Ocean E.), Doctor of Philosophy (Ph.D.), and Doctor of Science (Sc.D.).

The graduate degrees of Engineer and Doctor may be awarded jointly with the Woods Hole Oceanographic Institution.

2.82

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

The General Institute Requirements for the degree of Bachelor of Science are the successful completion of the following: 3.091 or 5.40 or 5.41 or 5.60 or 7.01, 8.01 or 8.011 or 8.012 or 8.013, 8.02 or 8.021 or 8.022 or 8.023, 18.001 or 18.01 or 18.011 or 18.012, 18.002 or 18.02 or 18.021 or 18.022 (each of the preceding being 12 units), and Science Distribution subjects totaling an additional 36 units of which no more than 12 units may be taken in subjects offered by a student's own department, 12 units of Laboratory, the Requirement in the Humanities, Arts, and Social Sciences, consisting of eight subjects totaling at least 72 units, with distribution and concentration components as voted by the Faculty, the Physical Education requirement, and a total of at least 360 units, excluding ROTC subjects.

Departmental requirements shall permit the student to schedule his or her second year so that the Science Distribution, Laboratory, and second-year Humanities requirements can be completed 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 1.74.1 (f.) and Faculty Regulation 2.31, 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.

All of the above holds for Schools which, with Faculty approval, have chosen to offer interdisciplinary programs leading to the degree of Bachelor of Science without designation of field.

2.82.1 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.

2.82.2 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.

2.82.3 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; foreign language subjects for which the student is qualified; upperclass electives in humanities without prerequisites; or upperclass electives for which the student has sufficient preparation to justify the waiving of the prerequisites by the instructor in charge.

2.83 To be recommended for the graduate degree of Master of Science, Master of 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 or her scholastic standing as shown by the cumulative record must be of distinctly high grade.

For the degree of Master of Science, the student 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 or she 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. The candidate must also have been in residence for a minimum of one regular academic term.

For the degree of Master of Architecture, the student must have completed satisfactorily a program of study of at least 164 units, of which 96 units shall be A subjects, and a thesis, both acceptable to the Department of Architecture. The candidate must also have been in residence for a minimum of four regular academic terms.

For the degree of Master in City Planning, the student must have completed satisfactorily a minimum of 120 units, of which no less than 42 units shall be A subjects. The student must also have completed a thesis acceptable to the Department of Urban Studies and Planning and have been in residence for a minimum of two regular academic terms.

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.

2.84 To be recommended for one of the Engineer degrees listed in Regulation 2.81, 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. The candidate must also have been in residence for a minimum of two regular academic terms.

2.85 The degrees of Doctor of Philosophy and Doctor of Science are recommended, interchangeably, by departments in the Schools of Engineering and Science (except Biology) and in the fields of Medical Engineering and Medical Physics. The degree of Doctor of Philosophy is recommended by the Department of Biology in the School of Science, by the departments in the School of Architecture and Planning, by departments in the School of Humanities and Social Science (except Humanities), and by the Sloan School of Management. To be recommended for the doctorate, the student must have completed satisfactorily an approved program of advanced study in the field concerned and submitted a dissertation of high quality based upon original research relevant to the field.

The course of advanced study and research leading to the doctorate must be pursued under the direction of the Committee on Graduate School Policy for at least four academic terms, 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. However, in no instance may the residence requirement be reduced to less than two regular academic terms and one summer session.

2.90 **Discipline**

2.91 It is the duty of the instructor in charge of a room to see that order is preserved, and he or she is authorized to exclude any student from the room for sufficient cause. Such exclusion shall be reported to the Dean for 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 or her own the work of another, or any work which he or she 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.

2.100 **Amendment of Regulations**

2.101 Any regulation may be amended at any regular or special Faculty 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 in the call for the meeting.

