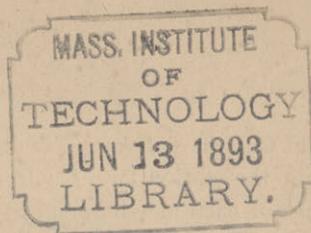


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MASS. INSTITUTE OF TECHNOLOGY.

RULES OF THE FACULTY.

1879? Probable

1893? - doubtful

OFFICERS, MEETINGS, ELECTIONS.

1. The officers of the Faculty are the President of the Institute, who is *ex officio* President of the Faculty, a Chairman, a Secretary, and a Librarian. The Librarian is appointed by the Corporation; the Chairman and Secretary shall be members of the Faculty, to be elected annually by ballot.

2. The regular Faculty meetings shall take place at such times as the Faculty shall each year appoint. Special meetings may be held whenever the Faculty, or their Chairman, shall appoint. A special meeting shall be called by the Chairman or Secretary, whenever a written request to do so shall be presented, signed by three members of the Faculty.

3. The annual election of Chairman, Secretary and Standing Committees of the Faculty shall take place on the first Monday in October.

DUTIES OF OFFICERS.

4. The duties of the Chairman are fixed by the Corporation of the Institute.

It shall be the duty of the Secretary:—

5. To give written notice to each member of the Faculty, of the time and place of each special Faculty meeting, and of the special business to be transacted. In the absence of the President

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and Chairman from a Faculty meeting, to call to order and entertain the motion for a Chairman *pro tem*. To record the proceedings of each meeting, and to read the same at the next meeting.

6. To place on file all communications received by him as Secretary, and copies of all his correspondence, as well as all reports of committees.

7. To give notice to the Chairman of any Committee appointed by the Faculty, of the appointment of such Committee, of the purpose for which it was appointed, and who are the members thereof.

8. To submit all petitions from students to the proper Professors, for their consideration before the next Faculty meeting.

9. To see that each student is properly registered; that he is pursuing such, and only such, subjects as he is entitled to pursue; and to keep a detailed record of his standing throughout the year, in such a form that his exact status may be readily found. Also to communicate to the student, or to his guardian if he be a minor, the results of the regular examinations.

10. To obtain from each teacher a weekly report of all absence and tardiness, to record the same, and report the number of each at the next Faculty meeting.

11. To make to the guardian of every student not of age, pursuing any first or second year study, a monthly report of absence and tardiness; and to the guardians of the third and fourth year students, only, when, in his judgment, the amount of absence is excessive, or when ordered by special vote of the Faculty. To inform himself twice during each term, of the individual opinion of each teacher of the first and second year's classes, as to the progress of each student in his class; and to transmit such information to the guardian of any student not of age, in all cases where it is advisable in his judgment to do so, or when ordered by a special vote of the Faculty.

12. To report at the first Faculty meeting after the annual, semi-annual, and entrance, examinations, the marks of each student as reported by the several Professors and Instructors.

13. To make out and submit to the Faculty for approval, before the beginning of each term, a tabular view of the exercises, showing the hours during which each exercise is to occur. To

cause the same, when approved, to be printed; to send a copy to each Professor or Instructor; and to post a copy on the bulletin for the information of the students.

14. To prepare each term, and report, a scheme of the rooms in which the exercises are to be held.

15. To note on the posted "tabular view" all changes voted by the Faculty, and to record in the "room scheme" any changes made.

16. To report to the Faculty twice a year, at least two weeks before the regular examinations, a scheme showing the time and place of each approaching examination, the Professor or Instructor having principal charge of the same, and all persons appointed to assist. To transmit to each Professor or Instructor a printed copy of such scheme as finally adopted by the Faculty, and to post a copy on the bulletin for the information of the students.

17. To see that the proper arrangements are made for each examination, and to record, and report to the Faculty, any delinquencies of persons assigned to duty.

18. To see that the certificates and diplomas awarded by the Faculty and Corporation are properly filled out, and delivered to the persons entitled to receive them, and to record the award and delivery.

19. To keep on file a list of the text books in use in the different departments of the school.

20. To keep posted the hours at which he, or his representative, is to be found in the office.

21. If a special student be a minor, and shall not have selected a sufficient number of studies to occupy his time to the extent required of the students in the regular courses, the Secretary shall send to his guardian a notice of the studies he has chosen, with a statement that they do not occupy the full amount of time, and request his guardian to state whether the subjects and the number of studies chosen meet with his approval.

22. The Librarian shall have charge of all books in the Institute Library; he shall receive and acknowledge all books and periodicals that may be presented to the Institute from time to time; he shall keep a complete list and catalogue of all the books belonging to the Institute, and a record of the special library in which

they are deposited; he shall also procure and record all periodicals taken by the Institute and distribute them to the proper departments.

COMMITTEES.

23. The Standing Committees shall be the following, viz. :—

A Committee on the Catalogue; a Committee on Periodicals; a Committee on the Elective Course; and a Committee on the School of Mechanic Arts. These committees shall be elected annually by ballot, and each committee shall make an annual report, as well as such special reports as may be necessary.

24. The Committee on the Catalogue shall prepare and submit to the Faculty for approval, all the matter of the catalogue, exclusive of the list of students, soon after the beginning of the school year; they shall also have charge of the printing of the catalogues after the matter shall have been approved by the Faculty and by the Committee on the School.

25. The Committee on Periodicals shall recommend to the Faculty what periodicals shall be taken, and how they shall be distributed among the respective departments.

26. Students wishing to take the Elective Course shall come before the Committee on the Elective Course and state what their purposes are. The committee will then suggest a course for each student, and the student will, in his turn, ask for any change he may desire. The committee will take these into consideration, and report to the Faculty a course, in tabular form, for adoption.

27. The Committee on the School of Mechanic Arts shall have charge of that school.

28. There shall be a committee appointed annually about the close of the school year, who shall meet the students of the first year's class to advise with them as to the course to be chosen by each student.

29. It shall be the duty of the Chairman of a committee to notify the meeting thereof to the members of the committee.

EXAMINATIONS.

30. An examination for admission to the first year classes shall begin the first Monday in June and continue two days. A

second examination for admission shall begin the Wednesday preceding the last Monday in September and continue two days.

31. An examination for advanced standing shall be held on the Friday following the September entrance examinations and following days.

32. Two general examinations shall be held each year; a semi-annual in January and an annual in May.

33. Examinations for conditioned students shall be held: the Friday after the entrance examinations in September, and following days; at the time of the semi-annual and annual examinations; and for candidates for graduation, conditioned at the semi-annual examination of the fourth year, at such time previous to March first as may be convenient to the Professor in whose subject they have been conditioned.

34. Intermediate examinations may be held in any class, at the discretion and under the control of the Professor, in place of one of the regular exercises of the class; the results of these intermediate examinations shall not be a matter of permanent record, although the Professor may, if he sees fit, take such results into consideration in assigning a mark to the student at the close of the term.

35. The thesis of a candidate for a degree or for a certificate of proficiency, must be submitted for examination on or before May 10th, except it be dependent on laboratory work, in which case it shall be presented two days after the close of the respective laboratories.

36. No other examinations shall be held, nor shall examinations be held any other times than those specified above, except by special vote of the Faculty.

37. The semi-annual examinations shall cover all the studies of the first half of the year.

38. In the first-year classes, the annual examination shall cover the work of the entire year, excepting that in the mathematical subjects required for entrance. In the second and third year classes, the annual examination shall cover the work of the entire year, excepting the subjects finished during the first half year. In the fourth year, the annual examination shall cover all the professional work of the fourth year, and any professional work of previous years that the Professors may think proper to examine upon.

39. In case a class consist of not more than four students, the Professor may fix upon the exact time for the semi-annual and annual examinations at his own and the students' convenience. In case a class consist of not more than seven students, the time of the last regular exercise may be taken for the examination. The precise time for the semi-annual and annual examinations of larger classes shall be fixed by the Faculty, as provided in rule 16.

40. If a student be admitted to an examination, his paper shall in all cases be marked, the marks returned to the Secretary, and entered in the records of the Institute.

41. Returns of the examinations to the Secretary shall be made in figures on a scale of 100, and also in the following terms; "Failed to pass," "Passed," "Passed with credit," "Passed with honor." Numerical marks on examinations shall not be given to students nor to their guardians, but the results reported to them in the above-mentioned terms by the Secretary only, and in the case of entrance, conditioned, and final examinations, only the terms "Passed," and, "Failed to pass," shall be used.

42. Examinations for admission to the Institute may be held at distant points under the direction of the Faculty.

REGULATIONS CONCERNING STUDENTS.

43. At the beginning of each term the student shall file an attendance paper specifying the course and the studies he wishes to pursue; if he pass the necessary examinations this paper shall be allowed by the Faculty. The student is then expected to attend all the exercises in the course and studies so specified, and, having entered a class, shall continue the study until he shall have passed the next regular examination, unless excused by special vote of the Faculty.

44. Tardiness consists in entering a room more than five minutes after the hour designated for the beginning of the exercise.

45. The regular time for opening the laboratories and drawing rooms shall be 8.30 A. M.; and the time for closing the same shall be 5 P. M., excepting on Saturday, when they shall close at 12 M.

46. On entering the rooms, students are expected to go directly to their places, and, as far as practicable, to remain there while in the room; they are required to refrain from all unnecessary noise, and from every thing that tends to distract the attention of others from their work.

47. It is the duty of the Professor in charge of a room to see that the regulations are enforced, and he is authorized to exclude any student from the room for just cause. Such exclusion shall be reported to the Faculty and may continue for one week or such farther time as the Faculty may determine.

48. Students are expected to behave with decorum, to obey the regulations of the school, and to pay due respect to its officers. Conduct inconsistent with the general good order of the school, if repeated after admonition, may be followed by suspension or dismissal, or, in case the offence be not a serious one, the student may be placed upon probation. The student so placed upon probation will be suspended or dismissed if guilty of any further offence. This probation shall be removed by the Faculty after a term of continued good conduct on the part of the student.

49. 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 truth; and the attempt of any student to present as his own the work of another, or to pass any examination by improper means, is regarded as a most serious offence, and renders the offender liable to immediate expulsion.

50. No student who has been dismissed or suspended shall be allowed to enter the buildings of the Institute except at such times as may be necessary to remove his books and apparatus.

51. Students leaving the Institute before graduation should apply for an honorable dismissal, which they shall be entitled to receive, except in cases of suspension or dismissal for misconduct or for wilful neglect of studies.

52. To be admitted as a regular student of the first year's class, the applicant must have attained the age of sixteen years, and must pass a satisfactory examination in :—

Arithmetic, including the metric system;

Algebra, through equations of the second degree;

Plane Geometry;

French Grammar through irregular verbs; and the first two books of Voltaire's "Charles XII," or an equivalent;

English Grammar and Composition;

Geography.

53. Graduates of colleges will, in general, be presumed to have the requisite attainments for entering the third year as regular students, and may do so upon satisfying the Faculty that they are prepared to pursue the proposed studies to advantage. Such students, if deficient in any of the scientific studies of the first two years, will have opportunities for making them up without extra charge, and will be required to pass an examination in them before entering upon the studies of the fourth year. Should they be already proficient in any of the general studies of the third and fourth years, they may be excused by vote of the Faculty from attendance on the exercises in these subjects.

54. Students coming from colleges or polytechnic schools shall be required to present certificates of good standing: i. e., honorable dismissal.

55. Students who may have been admitted to any college or polytechnic school where the requirements for admission cover the same ground as those of the Institute, may be admitted to the school provisionally without examination, and shall be admitted to full standing, on passing in a satisfactory manner the first semi-annual examinations.

56. Special students shall be admitted to the various exercises of the school, on passing such examinations as shall prove them qualified to pursue to advantage the various subjects chosen.

57. Each Professor shall furnish to the Secretary a list of the examinations he will require for admission to the respective classes. These shall be placed on record, and no change shall be made in such requirements without previous notice to the Faculty.

58. Students who cannot fulfil such requirements may be admitted to parts of courses, by vote of the Faculty, upon the recommendation of the Professor or Instructor, specifying precisely the exercises to which they will be admitted and the requirements with which they have complied; the details to be specifically recorded by the Secretary.

59. Any student who fails to make up a condition at the time appointed for examination will not be allowed another examination, but will be required to repeat the subject, or else to drop it, as well as all subjects dependent thereon, unless further time be allowed by special vote of the Faculty.

60. If a special student wishes to become a regular and take a degree, his record as a special shall be reconsidered by the Faculty, and he may be required to pass again certain examinations.

61. Students who take two or more first-year studies, are required to attend, three times a week, an exercise in tactics, unless specially excused by the Faculty; they shall provide themselves with a uniform consisting of dark blue pantaloons, cap with silver ornaments, and double breasted sack coat with black gutta-percha buttons. The uniform must be worn at drill, and may be worn at other times if the student chooses. Applications for excuse from drill may be granted by the Faculty; if the student be an alien, a college graduate, or of age; if he have a surgeon's certificate of disability; or if he pass a satisfactory examination in tactics. The Officers shall be appointed by the Faculty on recommendation of the instructor, and shall receive commissions or warrants signed by the President of the Institute.

62. To receive a "Certificate of proficiency," the student must hand in an acceptable thesis, and have passed, in a manner satisfactory to the Faculty, the examinations in the department of science specified in the certificate.

63. To receive a degree, the student must have passed satisfactory examinations in all the prescribed studies of the four years, and, in addition, such final examinations as may be required on subjects which relate particularly to his course. He must, moreover, prepare a dissertation on some subject included in his course of study; or an account of some research made by him; or an original report upon some machine, work of engineering, industrial works, mine, or mineral survey; or an original architectural design accompanied by an explanatory memoir. This thesis or design must be approved by the Faculty. Theses are to be written on one side only of paper of good quality 8 x 10 inches in size, leaving an inch mar-

gin on the inner edge, and a half inch margin on the outer edges ; with drawings when larger than the above size, if practicable, on tracing cloth, so as to admit of being folded and bound with the thesis ; otherwise, on single elephant paper 20 x 27 inches, or on double elephant paper 40 x 27 inches in size.

64. Any student who fails to graduate at the end of his fourth year, must, to obtain a degree hand in a new thesis, and also pursue such studies and pass such examinations as may be specially assigned him by the Faculty.

65. No student shall be recommended for a scholarship, or for note, who has not been in the Institute at least one year, and shown himself an earnest and faithful student.

66. The exercises of the school shall be suspended on legal holidays, and the building closed to students.

