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RULES OF THE FACULTY.

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Massachusetts Institute of Technology.

RULES OF THE FACULTY,

Revised to November, 1892.

OFFICERS, MEETINGS, ELECTIONS.

1. The officers of the Faculty shall be the President of the Institute, who is *ex officio* President of the Faculty, and a Secretary; the Secretary shall be elected annually by ballot, but shall not be *ex officio* a member of the Faculty. The Faculty may also, with the approval of the Executive Committee of the Corporation, elect a Registrar to assist the Secretary in the discharge of his duties.

2. Special and Standing Committees may be appointed by the Faculty, and may act with power, if so authorized by the Faculty.

3. The annual election of the Secretary and Standing Committees of the Faculty shall take place on the first Monday in May, but the term of office of the Secretary shall begin on August 1.

4. 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 the President shall appoint. A special meeting shall be called by the Secretary whenever a written request to do so is presented, signed by three members of the Faculty.

DUTIES OF THE SECRETARY.

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 Faculty meeting, and of the special business to be transacted. In the absence of the President 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 important communications and correspondence, as well as all petitions and reports of Committees.
7. To submit all petitions, before Faculty action, to the proper Instructors or Committees. To give to the Chairman of every Committee appointed by the Faculty notice of the constitution and purpose of such Committee.
8. 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 the manner of his admission and of his standing throughout his course, in such a form that his exact status may be readily found. Attendance cards shall be examined and approved, and official records of students shall be kept by the Secretary personally, or by the Registrar, if there be one.
9. To make to the guardian of every minor student a report of absence whenever, in his judgment, irregularity of attendance is excessive, or when requested by the Instructor in any subject. To this end he shall furnish to every instructor, as early as possible in each term, and thereafter on the first of every month (if so requested), a list of those students entitled to admission to the respective classes. To inform students reported persistently neglecting their work that, in the absence of satisfactory explanation, they may be required to drop the subjects in question ; and to report such cases to the Faculty for action, when necessary.
10. To obtain twice during each term the individual opinion of each teacher of the first and second year classes as to

the progress of each student in his class; and to transmit such information to the guardian of every student not of age.

11. To present to the Standing Committee on Provisional Students as soon as practicable after the first intermediate examinations of each term, and thereafter whenever necessary, the cases of all students admitted "provisionally" or "on probation."

12. To procure from the head of each department a list of fourth-year students who are probable candidates for graduation; to examine personally each candidate's entire record; and to report any deficiencies to the respective departments before January of each year. To make a similar report after the March condition examinations.

13. To present to the Faculty after each formal examination the marks, as reported by the several instructors, of all students in whose records there are two marks of D or F or one mark of FF, and to send to the head of each department a copy of the marks of the students in his department, in advance of the Faculty meeting appointed for their consideration. Exception shall be made in the case of students not coming under this rule whose records, in the opinion of the Secretary, should be examined by the Faculty, and in the case of the entrance examinations, of the semi-annual examinations of fourth-year students, and of the annual examinations of first, third, and fourth-year students, all of which shall be reported in full.

14. To notify students, in writing, of all Faculty action affecting them individually or collectively. To communicate to the student, or to his guardian, if the former be not of age, the reports of his standing for each term, except for the final half year of a candidate for graduation.

On recommendation of the Standing Committee on Special Students, to notify the guardians of minors whose time is not fully occupied of such deficiency in their courses.

15. To prepare and submit to the Faculty before the beginning of each term a tabular view of the exercises show-

ing the hours during which each exercise is to occur. To cause the same, when approved, to be printed for the information of instructors and students, and to regulate the assignment of rooms in which the exercises are to be held.

16. To submit to the Faculty, at least four weeks before the end of each term, a scheme of hours and rooms for the formal examinations, and to cause such scheme, when approved, to be printed for the information of officers and students. To make all necessary arrangements in regard to the conduct of these examinations, to see that they are properly carried on, and to report to the Faculty all delinquencies of those in charge.

NOTE. *In case a class consist of not more than seven students, the Instructor may fix upon the exact time for the semi-annual and annual examinations at his own and the students' convenience. The time of the last regular exercise may be taken for such examination.*

17. To see that 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 such award and delivery.

18. To keep on file a list of text-books in use in the different departments of the school, also copies of all formal examinations, of present and former schemes of the several courses, and of these Rules, including all changes which shall be made.

19. To keep a Schedule of Topics showing how, when, to whom, and by whom every study or exercise is given, and the preparation required.

COMMITTEES.

20. The Standing Committees shall be the following, viz. : A Committee on the Catalogue; a Committee on Periodicals and Libraries; a Committee on Petitions; a Committee on Special Students; three Committees on Buildings; a Committee on the Five-Year Courses; a Committee on Scholarships; a Committee on Graduation Exercises; a Committee

on Entrance Examinations; a Committee on Excuses from Military Drill; a Committee on the Choice of Courses; a Committee on Provisional Students, and a Committee on First-Year Students. These committees, except the last, shall be elected annually by ballot.

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

22. The Committee on Periodicals and Libraries shall have general supervision of the Libraries, and shall attend to the subscription for and distribution of periodicals.

23. The Committee on Petitions shall consist of the President and Secretary *ex officio*, and of three others. This Committee shall hold meetings once a week throughout the school year, shall consider all petitions before their presentation to the Faculty, and shall recommend action in such cases as they deem advisable.

24. The Committee on Special Students shall consider and report on the attendance cards of such special students as may be referred to them by the Secretary; and it shall be the duty of this Committee, when attendance cards are not approved, to make alternative propositions if practicable, and, in individual cases, to recommend modifications of the requirements for admission to particular subjects. They shall bring to the attention of the Faculty the case of any special student who, in their opinion, is not pursuing a sufficient number of subjects to justify his continuing in the school.

25. The three Committees on Buildings shall have charge respectively of the Rogers, the Walker, and the Engineering Building.

26. The Committee on the Five-Year Courses shall confer with students proposing to take the same, and shall arrange, in consultation with the heads of the respective departments,

appropriate course schemes. They shall consider the attendance cards of all five-year students, keep the records of such students, so far as possible, supervise their work, and present to the Faculty any cases requiring action.

27. The Committee on Graduation Exercises shall have charge of the arrangement and conduct of these exercises in all respects, but the programme of the same shall be submitted to the Faculty for approval.

28. The Committee on Entrance Examinations shall attend to the preparation of examination papers for the same.

29. The Committee on Excuses from Military Drill shall confer with students applying for excuse from Drill, and shall have power to act on such applications, so far as the latter shall meet the requirements of Rule 53.

30. The Committee on the Choice of Courses shall prepare suitable circulars for the assistance of students and their parents in such choice, shall confer with students wishing advice, and shall, in consultation with the heads of the respective departments, have power to act on such applications for admission to particular courses as are not provided for under Rule 47.

31. The Committee on Provisional Students shall have charge of all students admitted to the school provisionally or placed on probation; they shall, so far as possible, supervise the work of such students, and shall present to the Faculty any cases requiring action.

32. The Committee on First-Year Students shall consist of those members of the Faculty giving instruction in first-year subjects, and of the Secretary. They shall make recommendations to the Faculty as soon as practicable after the intermediate examinations of each term in regard to students requiring special attention, except as such students are provided for under Rule 31. They shall also consider all semi-annual and annual marks of first-year students, and shall make suitable recommendations to the Faculty when such marks are presented to the latter.

33. It shall be the duty of the Chairman of a Committee to give notice of meetings thereof to members of the Committee, and to report the action of such Committee to the Faculty in writing.

EXAMINATIONS.

34. Examinations for admission to the first-year class shall begin on the Thursday following the last Wednesday in June, and continue two days. Examinations for admission shall also be held on the first Tuesday and Wednesday after September 17; also for applicants unable to attend in September, on such days in October as the Secretary may appoint.

35. Examinations for advanced standing shall be held on the Wednesday preceding the September entrance examinations, and following days.

36. General examinations shall be held each year in January and in May; but any member of the Faculty may omit an examination in a third or fourth-year subject, if, in his judgment, such examination is unnecessary. The semi-annual examinations shall be confined to the work of the first half of the year. The annual examination may cover the work of the entire year. In the fourth year, the annual examination shall cover, in addition, any professional work upon which the instructors in charge may choose to examine.

37. Examinations for conditioned students shall be held as follows: For subjects in the second and third years, on the Wednesday preceding the September entrance examinations, and following days; and for fourth-year students, candidates for graduation, conditioned at the semi-annual examination, at such time previous to March 1st as may be appointed by the Secretary. But conditions in first-year or entrance subjects received in May or June must be made up in the following September; those incurred in September or October must be made up in the following January; those received in January must be made up in May, except as postponement may be allowed by vote of the Faculty. Only students who have failed

in a subject shall be admitted to "condition" examinations, except by special permission of the Faculty.

38. Intermediate examinations may be held in any class, at the discretion and under the control of the instructor, in place of the regular exercises of the class; the results of these intermediate examinations shall not be a matter of permanent record, although the instructor may, if he sees fit, take such results into consideration in marking the student at the close of the term. The reports required under Rule 10 need not be based on these examinations.

39. If it is expected in any case that a longer time than three hours will be required for an examination, the subject of the examination shall be divided, and two separate appointments made.

40. In case of a conflict in date between an examination of a more advanced and one of a less advanced year, if both the subjects are non-professional, the latter shall, other things being equal, have the appointment, and the former will require reappointment. A professional subject shall, however, take precedence of a non-professional one.

41. Returns of all examinations shall be made to the Secretary in the terms given below.

H (*passed with honor*) signifies that the record of the student is especially good.

C (*passed with credit*) signifies that the record of the student is very satisfactory.

P (*passed*) signifies that the record of the student is clear. This as a rule admits the student to any studies dependent on the subject in question.

L (*passed with low standing*) does not at the time condition the student, but warns him that his record is unsatisfactory, and that improvement is necessary. Unless he improves he may be required to repeat the subject.

D (*deficient*) signifies that a portion of the work required has not been accomplished. The satisfactory completion of such work will be necessary to entitle the student to a clear record.

F (*failed to pass*) imposes a condition on the student. Absence from an examination, if unexplained, or failure to make up a condition at the time appointed, is equivalent to a record of FF.

FF (*failed completely*) signifies that the student must drop or repeat the subject, and cannot be admitted to subjects dependent thereon.

Percentages shall be given in order to represent a student's standing, so far as practicable, more definitely than would letters alone. Both figures and letters shall, so far as possible, represent current class work, and not merely the results of examinations. In all cases figures and letters shall be based on the same data. The mark FF shall not be given at any intermediate examination.

If a student's record as a whole is poor, he may be required to repeat certain subjects, to repeat the year, or to withdraw from the school.

Every report of standing shall be signed by the examiner. If he be not a member of the Faculty, this report shall be indorsed by that member of the Faculty having charge of the subject. No report shall be accepted from 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 a subject in which he has given private tuition.

42. Returns of examinations to students and guardians shall be made by letters only (as above), and not by percentages. In case of entrance examinations P (*passed*) and F (*failed*), shall alone be used. Results of individual examinations shall not be communicated in the case of a student required to withdraw or to repeat the year, or of a candidate for the degree at his final examination. Results of formal examinations shall be communicated to students, parents, or guardians, by the Secretary only.

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

REQUIREMENTS.

44. To be admitted as a regular student to the first-year class, the applicant must have attained the age of seventeen years, and must pass satisfactory examinations at one time, or in two successive years, in Arithmetic, including Metric System, Algebra, Geometry, English, History, and French or German.

DIVIDED ENTRANCE EXAMINATIONS. — Candidates for admission will be allowed, at their option, to divide their entrance examinations between two successive years. The first divided examination will be held only in June; the second, in either June or September of the following year. For the first divided examination, the candidate will be allowed the choice of any of the following six subjects, but he must take Arithmetic; and no credit will be allowed on any of these unless at least four of those taken are satisfactorily passed. At the second examination, all subjects not passed at the first must be taken, in addition to Advanced Algebra or Solid Geometry, which cannot be taken at the first examinations.

To be admitted to the first divided examination, the candidate must be at least sixteen years of age, and must present a certificate from his teacher stating that he is qualified in the subjects in which he applies to be examined.

- I. Arithmetic (including Metric System).
- II. Algebra.
- III. Plane Geometry.
- IV. French (or German).
- V. English.
- VI. History.

45. Students having passed the entrance examinations may be admitted in subsequent years upon satisfying the Faculty that their studies have been continued in the mean time.

46. Each member of the Faculty shall furnish to the Secretary a list of the requirements for admission to his classes. These, together with a detailed statement of the requirements for admission to the school, shall be placed on record, and no change shall be made in such requirements without previous notice to the Faculty.

47. Every first-year student shall be expected, early in the year, to give notice to the Secretary as to the course he intends to enter. Regular students having clear records at the semi-annual examinations of the first year shall be eligible as of right to every course. Applications of other students for admission to courses shall be referred to the Standing Committee on the Choice of Courses, for individual treatment. But no student shall be eligible, except by special vote of the Faculty, to professional work :

in Course I (*Civil Engineering*)
or II (*Mechanical Engineering*),

without a clear record in Mechanical Drawing and Mathematics ;

in Course IV (*Architecture*),

without a clear record in Freehand and Mechanical Drawing, and Solid Geometry ;

in Course III (*Mining Engineering and Metallurgy*),
VI (*Electrical Engineering*), VIII (*Physics*), X (*Chemical Engineering*), and XI (*Sanitary Engineering*),

without a clear record in Chemistry and Mathematics ;

in Course V (*Chemistry*), VII (*Biology*), and XII (*Geology*),

without a clear record in Chemistry ;

in Course IX (*General Studies*),

without a clear record in English and French (or German).

48. Students coming from colleges or technological schools shall be expected to present certificates of honorable dismissal ; they may be admitted to the school without entrance examina-

tions, and to those courses of instruction for which they shall, by examination or otherwise, satisfy the members of the Faculty in charge that they have the necessary preparation. They may be excused from any work previously taken.

Graduates of colleges may be classed provisionally as regular students in any year for which they shall have approximately the required preparation. Those applying for admission to Course I or IV may offer an equivalent for first-year Chemistry.

49. Admission without examination shall in all cases be regarded as provisional until the next formal examinations.

50. Special students may be admitted to the various exercises of the school, on satisfying the Faculty that they are qualified to pursue to advantage the various subjects chosen, and that the proposed scheme of studies will be practicable and useful.

51. Applicants from foreign countries may be admitted provisionally, on their own responsibility, without entrance examination.

52. If a special student wishes to become regular, his record shall be examined by the Faculty, and he shall be informed what he must do in order to become regular.

53. Students who take two or more first-year studies are required to attend, three times a week, an exercise in military tactics, unless specially excused by the Faculty; they shall provide themselves with a uniform, prescribed by the Faculty, which must be worn at the drill hour. 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 present satisfactory evidence of physical disability; or if he pass a satisfactory examination in tactics and the duties of line officers. Applications for such examination, or for excuse from drill on any other ground than physical disability, must be made within ten days after the student's admission. The officers of the corps shall be appointed by the instructor in military

tactics, with the approval of the Faculty, and shall receive commissions or warrants signed by the President of the Institute.

54. To receive the degree of Bachelor of Science the student must have completed the prescribed studies of the four years, and must, in addition, pass final examinations, if required, on subjects relating 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 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 10½ inches in size, with an inch margin on the inner edge, and a half inch margin on the outer edges. Theses must be handed to the Secretary of the Faculty not later than the first annual examinations.

55. Any student to whom a degree is refused must, in order to obtain the degree in a subsequent year, hand in a new thesis, and also pursue such studies and pass such examinations as may be required by the Faculty.

56. The applicant for the degree of Master of Science or of Doctor of Philosophy must, except in cases of unusual attainment, have taken his first degree in science in some science school, college, or university of good standing; and his attainments must be in general equivalent to those required for the corresponding Bachelor's degree of the Massachusetts Institute of Technology. He must file with the Secretary, before being accepted as a candidate, a statement of his previous work and present attainments, and of the advanced work which he proposes to do at the Institute. The candidate for the former degree must pursue his course of study continuously, under the direction and oversight of the Faculty, for at least one full school year after filing his application, exhibiting during that time ability to conduct original investigations, and passing creditable examinations at such times and on such

subjects as may be designated, and must finally present an acceptable thesis. The candidate for the latter degree must pursue his studies and researches under the direction and oversight of the Faculty for at least two school years, furnishing, from time to time, such evidence of progress as the Faculty may require. His attendance must be continuous, except in cases of absence previously approved by the Faculty, for the purpose of conducting researches and investigations in the field; and not less than four weeks before his intended graduation, he must present a thesis embracing the results of an extended original investigation. No undergraduate studies or exercises will be accepted as forming a part of any scheme in which an advanced degree is sought to be attained, and no assistant or instructor in the Institute, while engaged as such, shall be accepted as a candidate for an advanced degree.

57. No student shall be awarded any degree upon the record of examinations alone. Regularity of attendance and faithfulness to daily duties shall be considered essential qualifications.

REGULATIONS.

58. At the beginning of each term the student shall file an attendance card specifying the course and the studies he wishes to pursue. If he has fulfilled the necessary conditions this card shall be approved by the Secretary. The student must then attend all exercises in the studies so specified, and, having entered a class, must continue the study until he shall have passed the next formal examination, unless allowed by the Faculty to discontinue it. Instructors shall report to the Secretary the names of all students attending exercises, but not included in the lists furnished by the Secretary.

59. 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 Faculty, and may continue for one week, or such further time as the Faculty may determine.

60. 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 offense be a less serious one, the student may be placed upon probation. The student so placed upon probation may be suspended or dismissed if guilty of any further offense. This probation shall be removed by the Faculty after a term of continued good conduct on the part of the student. No student shall be required to withdraw from the school for alleged misconduct without an investigation, and an opportunity to be heard by a committee of the Faculty. Such a committee shall in every case make a report in writing.

61. 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 offense, and renders the offender liable to immediate expulsion.

62. No student shall in general be recommended for a scholarship until he has attended the school at least one year, and has shown satisfactory evidence as to character and capacity. Exception may be made in the case of the Massachusetts State scholarships.

63. Students leaving the Institute of their own motion before graduation shall be entitled to receive a certificate of honorable dismissal, provided their conduct and scholarship shall be declared satisfactory by the Faculty.

GENERAL RULES.

64. The first term shall begin on the last Monday in September; the second term shall begin on the first Tuesday after January 28; and graduation exercises shall be held on the first Tuesday after May 27.

65. The regular time for opening laboratories and drawing rooms shall be 8.30 A.M., and for closing the same 4.45 P.M., excepting on Saturday, when they shall be closed at 12 M.

66. Recitations and lectures may be held between 9 A.M. and 1 P.M., and between 2.15 P.M. and 4.15 P.M.

67. All exercises attended by five or more students who have an exercise with a different instructor during the hour following must be closed at five minutes before the hour.

68. The exercises of the school shall be suspended, and the building closed to students on legal holidays, on the Friday and Saturday following Thanksgiving Day, and during the week preceding the first Tuesday after January 28.

69. 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. This rule shall apply also to changes in the several course schedules.

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