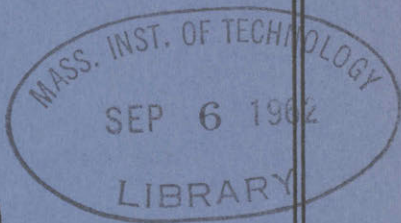


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# RULES AND REGULATIONS OF THE FACULTY



SEPTEMBER, 1959

Massachusetts Institute of Technology





# MASSACHUSETTS INSTITUTE OF TECHNOLOGY

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## RULES OF THE FACULTY

Revised to September 1, 1959

### MEMBERSHIP

1. The Faculty shall consist of the Chairman of the Corporation; the President, the Vice Presidents, and the Administrative Vice Chancellor of the Institute; all members of the instructing staff with rank of Professor, Associate Professor, or Assistant Professor; all Professors Emeriti having appointments as Lecturers; the Deans of the Schools of Engineering, Science, Architecture and Planning, Humanities and Social Studies, and Industrial Management; the Dean of the Graduate School; the Dean of Students; the Registrar; the Director of Admissions; the Director of Libraries; the Medical Director; the Dean of Residence; the Director of Summer Session; the Executive Assistant to the President; certain members *ex officio* as listed in the general catalogue of the Institute and certain Instructors and Research Associates selected by the Executive Committee of the Corporation.

### OFFICERS

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

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

4. It shall be the duty of the Secretary:

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

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

To record the proceedings of each meeting and to circulate them to the entire Faculty with the call for the next meeting.

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

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

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

### MEETINGS

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

### QUORUM

6. Thirty members shall constitute a quorum.

### ELECTIONS

7. The Chairman, the Secretary and the Assistant Secretary of the Faculty and the new members in the elected membership of Standing Committees shall be elected each year at the annual meeting. New appointments to Standing Committees shall be made within one week after the annual meeting. No member of the Faculty shall serve continuously as Chairman of the Faculty for more than two years; other officers and committee members are eligible for re-election or reappointment. Except as otherwise specified, the Chairman of the Faculty shall appoint the Chairman of each Standing Committee from among its elected membership annually within one week after the annual meeting and at other times if a vacancy occurs. All terms of office shall begin on June 15.

### FACULTY COUNCIL

8. The Faculty Council shall consist of the Chairman of the Corporation, the President, Chairman of the Faculty, Deans of the Schools of Engineering, Science, Architecture and Planning, Humanities and Social Science, and Industrial Management, Dean of the Graduate School, Dean of Students, the Administrative Vice Chancellor, Secretary of the Faculty, Chairman of the Committee on Undergraduate Policy, Heads of Departments and Professional Courses, and such other Administrative Officers as the President shall include.

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



## COMMITTEES

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

10. The **Committee on Graduate School Policy** shall consist of the Dean of the Graduate School as Chairman, the Secretary of the Graduate School as Secretary, the Director of Admissions, and the Chairman of the Faculty, *ex officio*, together with one elected member from each of the Departments authorized to recommend candidates for an advanced degree.

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

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

11. The **Committee on Undergraduate Policy** shall consist of a Chairman appointed from the Faculty by the President to serve at the pleasure of the President, of the Chairman of the Faculty, *ex officio*, and of eight elected members. Two members shall be elected each year for four-year terms.

The Committee shall have the following duties and responsibilities:

1. Interpret and administer undergraduate policy as approved by the Faculty, acting with power if unanimous.
2. Formulate proposals for changes and modifications in undergraduate policy, either upon its own motion or after consideration of recommendations of other committees, and recommend them to the Faculty for action.
3. Coordinate the work of the following committees of the Faculty concerned with undergraduate education: the Standing Committees on Curricula, Academic Performance, Student Aid, Student Environment, Discipline, and Admissions; and consult with the Committee on Graduate School Policy

on issues referred to it by these committees which also involve matters pertaining to the Graduate School.

4. Perform such other duties and responsibilities pertaining to undergraduate education as may be delegated to it by the Faculty.

12. Each of the following committees, Curricula, Academic Performance, Student Aid, Student Environment, Discipline, and Admissions, 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 Undergraduate Policy, (3) recommending to the Committee on Undergraduate 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 Undergraduate Policy.

Each elected member of these Committees shall serve a three-year term, one-third of the elected membership being elected each year.

- A. The **Committee on Curricula** shall consist of six elected members and three non-voting members, namely the Registrar, the Chairman of the Freshman Advisory Council, and a representative appointed annually by and from the Committee on Undergraduate Policy.

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

- (1) The Committee shall consider proposals for changes in the General Institute Requirements and make suitable recommendations to the Faculty.
- (2) The Committee shall act with power for the Faculty on requests from individual students for exceptions to the General Institute Requirements.
- (3) The Committee shall act with power on proposals for changes in subjects of instruction and shall report all approved changes to the Faculty.
- (4) The Committee shall act with power on proposals for changes in course schedules and shall report all approved changes to the Faculty.
- (5) 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 schedules. A summary of such departures shall be supplied to the Committee each term.

- B. The **Committee on Academic Performance** shall consist of six elected members, the Secretary of the Faculty (or the Assistant Secretary as his deputy), and five non-voting



members, namely the Dean of Students, the Registrar, the Director of the Medical Department, the Director of Student Aid, and a representative appointed annually by and from the Committee on Undergraduate Policy. The Secretary of the Faculty shall act as chairman.

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

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

The Committee shall act with power on petitions from individual students relating to exceptions to established standards of academic performance, and on applications for readmission.

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

- C. The **Committee on Student Aid** shall consist of The Director of Student Aid, six elected members, and a non-voting member appointed annually by and from the Committee on Undergraduate Policy. The Committee shall be concerned with financial aid to students, including undergraduate scholarships, loans, and student employment.
- D. The **Committee on Student Environment** shall consist of the Dean of Students, the Dean of Residence, six elected members, and a non-voting member appointed annually by and from the Committee on Undergraduate Policy. It shall be concerned with student life, especially with non-academic features which have a direct bearing on the education of the student as a citizen and a member of the Institute community. At its discretion, the Committee may invite the participation of representatives of the student body.
- E. The **Committee on Discipline** shall consist of the Dean of Students and six elected members of the Faculty. At its discretion, the Committee may invite the participation of representatives of the student body. The Committee shall consider such cases of alleged misconduct as shall be brought to its attention by the Dean of Students. An accused student shall be given an opportunity to present himself in person at a meeting of the Committee. If the findings of the Committee include a recommendation that a student be required to withdraw from the Institute, the recommendation with the

findings shall be reported to the President for approval or disapproval; otherwise, the Committee shall act with power.

- F. The **Committee on Admissions** shall consist of the Director of Admissions, the Director of Student Aid, the Registrar, six elected members, and a non-voting member appointed annually by and from the Committee on Undergraduate Policy. The Committee shall be concerned with policies on admission of all undergraduate students, including college transfers, except in cases of students applying for readmission.

13. The **Committee on Nominations** shall consist of six members appointed by the President, each member to serve for a three-year term. Two new members shall be appointed each year. The President shall designate the Chairman from among the membership. The Committee shall nominate the following officers of the Faculty: a Chairman, a Secretary, and an Assistant Secretary; and shall also nominate candidates for the elected membership of the Standing Committees. It shall circulate the list of nominees to all members of the Faculty not later than the April meeting of the Faculty. The Committee shall have power to fill any vacancies that may occur during the year, in the offices of Chairman, Secretary, and Assistant Secretary, and in the elected membership of the Standing Committees.

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

(A) The Executive Board shall consist of eight members: two appointed by the President; the Director of Libraries and the Associate Director of Libraries; and four other members elected by the Faculty. The two *appointed* members shall serve for four years, one such being designated each second year at the regular May Meeting of the Faculty. One of these two members may be an alumnus not necessarily a member of the Faculty. The four members *elected* by the Faculty shall serve four-year terms, one being nominated each year from the Advisory Board described below in (B). The Executive Board shall seek the advice of the Advisory Board on matters of policy but shall itself retain voting power. The Chairman of the Committee on the Libraries for the subsequent year shall be chosen by and from this Executive Board not later than one week subsequent to the regular May Meeting of the Faculty.

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



election to the Executive Board) shall be filled by the corresponding Department Head.

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

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

### SUSPENSION

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

### AMENDMENT

18. 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 1, 1959

### CALENDAR

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

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

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

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

### REQUIREMENTS FOR ADMISSION

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

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

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

5. An applicant for one of the advanced degrees, Master, Engineer, or Doctor, enumerated in Regulation 13, must, except in cases of unusual attainments, have taken his first degree in a



school, college, or university of good standing. With his application for admission to the Graduate School he must file with the Secretary of the Committee on Graduate School Policy a statement of his previous work and present attainments and the program of advanced work which he intends to do at the Institute. His credentials and proposed course of study shall be passed upon by the Committee on Graduate School Policy and must be approved by the student's Registration Officer and the Committee on Graduate Students of the department in which he is to be enrolled or by a special interdepartmental committee appointed by the Dean of the Graduate School to supervise his program if it is in a field which lies between or in two or more departments.

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

### COURSE SCHEDULES

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

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

### REGISTRATION

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

### EXAMINATIONS

8. Final examinations shall be held during the examination period following each term. The number of examinations in any period for any year of any Course shall not exceed five (three for the second term of the fourth year), except with the approval of the Committee on Academic Performance. The mid-year final examinations shall be limited as follows: first year — Calculus, Chemistry, Physics, and the subject in Humanities and Social Science only. Any single examination shall be limited in length to not over three hours.

No member of the instructing staff may excuse any of his students from a scheduled final examination.

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

9. Examinations for Advanced Standing. Registered Undergraduate students of outstanding ability may take examinations for advanced standing during the scheduled examination periods provided that they have never been registered for or attended classes in the subject concerned. Notice of intention must be filed with the Registrar and must be submitted at least three weeks before the day of the first scheduled examination of the examination period. Endorsement by the member of the Faculty in charge is required in all subjects which involve laboratory instruction or drawing.

10. Condition examination shall be held during the examination period in September for second-term subjects, in October for summer-session subjects, and in March for first-term subjects. A student repeating a subject shall not be entitled to take the condition examination nor may he register for the subject after taking the condition examination in that term. A grade of E in drawing or in laboratory work shall be made up in accordance with the regulation for completing the work for grades of Incomplete. (See Regulation 11.)

### GRADES

11. Grades shall be submitted at the end of each term in all subjects given in the term, including thesis. Each report of grades shall be endorsed by the Instructor in charge of the subject. No



grade shall be reported by an Instructor for any student to whom he has given private instruction in the subject in question, nor shall any examination be given by an Instructor in any subject to students to whom he has given private instruction. No grades except first-year informal grades shall be reported by any Instructor to any student until after his report has been sent out by the Registrar. Informal grades may be submitted for first-year students at such times as the Committee on Academic Performance shall determine.

The grades to be used are:

A, passed with honor. (Not to be used as an informal first-year grade.)

B, passed with credit.

C, passed.

D, barely passed.

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

N, subject passed, but formal grade is not assigned. (Not to be used for undergraduate subjects.) When used, this grade must be given to all students registered for the subject.

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

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

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

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

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

F, failed completely. (Not to be used as an informal first-

year grade.) This grade signifies that the student must repeat the subject to receive credit, and he will not be allowed to take subjects depending thereon unless he has had an E in the subject. Any student taking a dependent subject without a clear grade in any subject on which it depends may be required to drop that subject at any time if his work is unsatisfactory.

O, absent. Grade indicates absence from final examination or absence during the last two weeks of the term or both, when the record of the student throughout the term was passing. It is equivalent to a grade of F. An unsatisfactory record because of absence throughout the term should be recorded as F.

IX, incomplete satisfactorily explained to the Dean of Students. Student is entitled to clear the subject as specified under I, incomplete, above.

OX, absence satisfactorily explained to the Dean of Students. Student is entitled to clear the subject as specified under E, conditioned, above.

## THESES

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

The face copy and one additional copy of each thesis or project shall be delivered to the office of the headquarters of the department or course in which the candidate is registered as follows: for June or February Bachelor's, Master's, and Engineer's degree candidates not later than one week before the first day of the regular examination period; and for candidates for the Doctorate not later than two weeks before the first day of the regular examination period.

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

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

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



## DEGREES

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

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

The General Institute Requirements for the degree of Bachelor of Science are the successful completion of the following: 5.01 (6-5), 5.02 (6-5), 8.01 (5-6), 8.02 (5-6), 8.03 or 8.031 (5-5), 8.04 or 8.041 (5-5), 18.01 (3-6), 18.02 (3-6), 18.03 (3-6), 18.04 (3-6), 21.01 (3-5), 21.02 (3-5), 21.03 (3-5), 21.04 (3-5), the first- and second-year elective requirement, the upperclass Humanities and Social Sciences requirements and the Physical Education requirement as voted by the Faculty, a thesis of not less than 9 units, and a total of at least 360 units, excluding advanced Military or Air Science.

The General Institute Requirements for the degree of Bachelor in Architecture are the successful completion of the following: 8.01 (5-6), 8.02 (5-6), 8.03 or 8.031 (5-5), 8.04 or 8.041 (5-5), 2.721 (4-2), 2.722 (4-2), 18.01 (3-6), 18.02 (3-6), 21.01 (3-5), 21.02 (3-5), 21.03 (3-5), 21.04 (3-5), the first- and second-year elective requirement, the upperclass Humanities and Social Sciences requirements and the Physical Education requirement as voted by the Faculty, a thesis of not less than 9 units, and a total of at least 450 units, excluding advanced Military or Air Science. For students already holding a Bachelor's degree or its equivalent, the required four terms of Physics can be satisfied by two terms of Physics and two terms of Natural Science.

15. To be recommended for the degree of Master of Science, Master in Architecture, or Master in City Planning, a student must not only have a clear record in an approved program of graduate study and research, but his scholastic standing as shown by his cumulative record must be of a distinctly high grade. He must have completed satisfactorily a program of at least 96 units, of which 72 units, including a thesis of not less than 20 nor

more than 40 units, shall be A subjects. If 64 units of A subjects, including thesis, are in a single field of science or engineering, 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 Master of Science without specification.

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

16. To be recommended for one of the Engineer degrees listed in Regulation 13, a student must have completed with high scholastic standing a program of at least 192 units of advanced study and research. This program shall include a thesis of not less than 20 nor more than 50 units, and shall have been approved by the department of the School of Engineering in which the student is enrolled.

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

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

### DISCIPLINE

18. It is the duty of the Instructor in charge of a room to see that order is preserved and he is authorized to exclude any student from the room for sufficient cause. Such exclusion shall be reported to the Dean of Students.

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

It is the aim of the Faculty so to administer the discipline of the school as to maintain a high standard of integrity and a scrupulous regard for the truth. The attempt of any student to present as his own the work of another, or any work which he has not



honestly performed, or to pass any examination by improper means is regarded by the Faculty as a most serious offense, and renders the offender liable to immediate expulsion. The aiding and abetting of a student in any dishonesty is likewise held to be a grave breach of discipline.

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

#### AMENDMENT

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

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