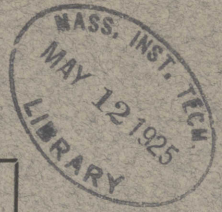


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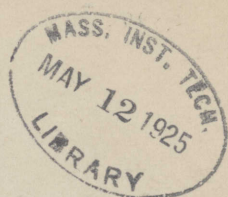
MASSACHUSETTS
INSTITUTE OF TECHNOLOGY

RULES OF
THE FACULTY

JULY, 1921



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MASSACHUSETTS INSTITUTE OF TECHNOLOGY

RULES OF THE FACULTY

Revised to July 1, 1921

1. The Faculty consists of the President and all members of the instructing staff with rank of Professor, Associate Professor, or Assistant Professor and certain Instructors selected by the Executive Committee of the Corporation,

OFFICERS, MEETINGS, ELECTIONS

2. The officers of the Faculty shall be the President of the Institute, who is *ex officio* President of the Faculty, a Chairman, and a Secretary; the Chairman and the Secretary shall be elected from the Faculty annually by ballot, but no member of the Faculty shall serve continuously as Chairman for more than two years.

3. Special and Standing Committees may be appointed by the Faculty, and may act with power, if so authorized by the Faculty. Except as provided elsewhere in these Rules, no member of the Faculty shall serve continuously on any one Standing Committee for more than seven consecutive years.

4. There shall be appointed each year, at the stated May meeting of the Faculty, by the President, or in his absence by the Chairman, a Nominating Committee consisting of five members, whose duty it shall be to nominate a Chairman, a Secretary, and the Standing Committees of the Faculty and to circulate the list of nominees to all members of the Faculty not later than the following April meeting. Two new members shall be appointed to the Committee each year. and no member shall serve for more than three consecutive years. This Committee shall also

make nominations to fill any vacancies that may occur in the Standing Committees during the school years.

5. The annual election of the Chairman, the Secretary, and the Standing Committees of the Faculty shall take place on the third Wednesday in May, but their terms of office shall begin on August 1.

6. The regular meetings of the Faculty shall be on the first Wednesday of the first term, and on the third Wednesday of each month during the school year. The stated May meeting shall be known as the annual meeting. Special meetings shall be held at such other times as the Faculty, the President, or the Committee on Faculty Business shall appoint, or upon written request presented to the Secretary by any ten members of the Faculty.

7. It shall be the duty of the Chairman to preside over Faculty meetings in the absence of the President. He shall be a member of the Committee on Faculty Business and shall preside at its meetings in absence of the President.

8. It shall be the duty of the Secretary of the Faculty:

To co-operate with the President in the general conduct of Faculty business.

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

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

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.

To prepare, in consultation with 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 during November of each year. To make a similar report during April.

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

The Secretary shall be Chairman of the Committee on Petitions. He shall be a member of the Committees on Faculty Business, on Faculty Rules, on Admissions, on Provisional Students, on First-Year Students, on Second-Year Students, and on Third-Year Students.

COMMITTEES

9. The Standing Committees shall be the following, viz.: a Committee on Admissions; a Committee on Advanced Degrees and Fellowships; a Committee on the Conduct of Examinations; a Committee on Courses of Instruction; a Committee on Faculty Business; a Committee on Faculty Rules; a Committee on Five-Year Courses; a Committee on Foreign Students; a Committee on Graduation Exercises; a Committee on Military Exercises; a Committee on Summer Courses; a Committee on Periodicals and Libraries; a Committee on Petitions; a Committee on Physical Training; a Committee on Provisional Students; a Committee on First-Year Students; a Committee on Second-Year Students; a Committee on Third-Year Students; a Committee on Summer Reading; a Committee on the Tabular View and Room Scheme; a Committee on Undergraduate Scholarships. These committees, except those on First-Year, Second-Year, and Third-Year Students, shall be elected annually by ballot.

10. The Committee on Admissions shall have charge of the preparation of examination papers and the conduct of entrance examinations and shall act with power on the records obtained from such examinations and those held by the College Entrance Examination Board.

It shall have charge of the admission of students from other colleges in co-operation with the Registrar and heads of departments.

11. The Committee on Advanced Degrees and Fellowships shall have general charge of all matters relating to graduate courses of study, have charge of students working for advanced degrees and act with power upon the applications for scholarship aid of such students. The recommendations of the Committee shall be reported to the Secretary of the Faculty for record. The Committee shall make recommendations to the Faculty as to the appointment of Fellows and the award of fellowships.

12. The Committee on the Conduct of Examinations shall submit to the Faculty, at least four weeks before the end of each term, a schedule for the formal examinations, and shall cause such schedule, when approved, to be printed for the information of officers and students. It shall have power to make all necessary arrangements in regard to the conduct of these examinations, in accordance with the Faculty Rules, see that they are properly carried on, and report to the Faculty any delinquencies of those in charge.

13. The Committee on Courses of Instruction shall make recommendations to the Faculty in regard to all undergraduate course schedules, either upon its own initiative or upon proposals submitted to the Faculty by the different departments. It shall have charge of the Options in General Studies. Permanent changes in course schedules must be presented not later than the March meeting of the Faculty.

14. The Committee on Faculty Business shall consist of the President of the Institute, the Chairman and Secretary of the Faculty, the Dean, and four other members of the Faculty. Of the elected members, two shall be chosen each year for a term of two years; and no such member shall be eligible for immediate re-election. It shall upon its own initiative or upon recommendation from the Faculty formulate for presentation to the Faculty questions of general policy.

15. The Committee on Faculty Rules shall consist of three members, of whom the Secretary of the Faculty shall be one. To this committee all proposed changes in Faculty rules shall be referred, and it shall prepare a new edition of the rules when necessary.

16. The Committee on 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. It shall consider the registration of five-year students, supervise their work, and present to the Faculty any cases requiring action.

17. The Committee on Foreign Students, of which the Dean shall be a member, shall have charge of such foreign students as may be referred to it for conference or special supervision.

18. The Committee on Graduation Exercises shall have full charge of the arrangement and conduct of these exercises, but the program shall be subject to the approval of the Faculty.

19. The Committee on Military Exercises, of which the head of the Department of Military Science or some one delegated by him shall be a member, shall have charge of regulations in regard to military exercises.

20. The Committee on Summer Courses shall consist of the Director of the Summer Session, as Chairman, and

six members of the Faculty. It shall have general charge of all arrangements and announcements for such courses, subject to the approval of the Faculty.

21. The Committee on Periodicals and Libraries, of which the Librarian shall be a member, shall have general supervision of the Libraries.

22. The Committee on Petitions shall hold meetings once a week throughout the school year, and shall have power to deal with all petitions except as specified in Rule 24.

23. The Committee on Physical Training shall consist of the Dean, the Physical Director, and the Medical Director, and two additional members from the Faculty. It shall have general charge of the exercises in Physical Training and shall have power to grant excuses from gymnasium work.

24. The Committee on Provisional Students shall consist of five members, including the Dean.

Students placed on probation either for misconduct or low standing, students admitted to the Institute provisionally, students seeking readmission after having been advised or required to withdraw, and those continuing notwithstanding advice to withdraw, shall be referred to the Committee. Students shall be removed from probation by the Faculty only after reference to the Committee.

No petition for readmission shall be reported by the Committee to the Faculty until nine months after requirement of withdrawal unless there is evidence of facts not known to the Faculty at the time the original action was taken. Lapse of time or evidence of creditable work shall not be regarded as justifying readmission unless it appears decidedly probable that further attendance will be advantageous.

Subject to the above restrictions, the Committee shall act with power on applications for readmission whenever

its judgment is unanimous and acceptable to the head of the professional department which the student wishes to enter.

No student required to withdraw in June shall be permitted to enter a summer course immediately thereafter, unless by written authorization of the Committee based on such new evidence as would warrant reconsideration of the original action.

25. The Committee on First-Year Students shall consist of the Dean as chairman, the Secretary, and of all members of the Instructing Staff giving instruction in first-year subjects. It shall make recommendations to the Faculty, as soon as practicable after the intermediate and final reports of each term, in regard to students requiring special attention.

26. The Committee on Second-Year Students shall consist of the Secretary, the Dean, and a representative from each professional department and from the departments of English, History, and Mathematics. Its duties shall correspond to those assigned to the Committee on First-Year Students (Rule 25).

27. The Committee on Third-Year Students shall consist of members of the Instructing Staff giving instruction in third-year subjects. It shall consider all final term records of third-year students and recommend to the Faculty suitable action in regard to them.

28. The Committee on Summer Reading shall have general supervision of the course, and shall prepare each year a list of books required to be read by students during the summer.

29. The Committee on the Tabular View and Room Scheme shall consist of the Chairman, Registrar, and one other member as chairman. It shall prepare and submit to the Faculty before the beginning of each term a tabular view of exercises, showing the hours during which each

exercise is to be held. It shall cause the same, when approved, to be printed for the information of instructors and students, and shall regulate the assignment of rooms in which the exercises are to be held. After approval of the tabular view and room scheme for a given term, this committee shall have power to act upon changes proposed by any member of the instructing staff.

30. The Committee on Undergraduate Scholarships shall have power to act upon all applications for scholarship aid in connection with undergraduate work, and shall recommend to the Corporation such students as appear most worthy of assistance, taking into consideration both their standing and their pecuniary needs. The recommendations of the committee shall be reported to the Faculty for record.

EXAMINATIONS AND REPORTS OF STANDING

31. Examinations for admission to the first-year class shall begin on the first Wednesday after September 18.

32. Examinations for advanced standing shall be held during the nine working days preceding the opening of the fall term.

33. Final examinations shall be held each year in December during the six working days following the first term; also in March and in May or June at the end of the second and third terms. During the examination period following the first term not more than five examinations for any year of any Course shall be given, but records shall be submitted at this time for all subjects. During the March examination period not more than three examinations for any year of any Course shall be given, but records shall be submitted for all first and second year subjects and for third and fourth year subjects which end in March. The December examinations shall be confined to the work of the first term and the March

examinations to the work of the second term; the May or June examinations may cover the work of the entire year. In the fourth year a candidate for graduation whose record has been generally poor may be required by the Faculty to pass examinations on professional subjects of the earlier years.

Examinations in fourth-year subjects finished before the end of the term may be held, with the approval of the Faculty, at the close of the respective courses, but not more than two hours shall be allowed for any such examination, and no reports shall be made to the students until the end of the term. The Standing Committee on the Conduct of Examinations shall report to the Faculty at its first monthly meeting in the first, second and third terms a list of the examinations to be held at the end of the term, the third-term list to include, as far as practicable, not more than six examinations for any year of any Course.

In the second and third terms the Committee on Conduct of Examinations shall obtain and report for the approval of the Faculty, as to each of the subjects of the term following, whether a final examination is desired or the record is to be based on term work including intermediate examinations.

34. Examinations for conditioned students shall be held during the period of nine working days prior to the opening of the first term; during the March vacation for first term subjects; and in June for second term subjects.

Conditions received in May or June must be made up in the following September; those received in December must be made up in March; and those received in March must be made up in June.

Failures in drawing or laboratory work shall be made up in accordance with the rule for making up deficiencies (Rule 39).

Applications for special examinations during the term shall not be entertained unless made by members of the Faculty.

35. Examinations shall be limited in length to three hours, and in case of brief courses the length of the examination shall not in general exceed two hours. If in any case a longer time than three hours is desired, the subject of the examination may be divided, and two separate appointments made. Each member of the Faculty will either take personal supervision of the final and condition examinations in the subjects taught by him or under his direction, or provide some representative from his department.

36. In descending order of merit the passing marks are H, C, P+, P.

L (*low*) may be used as an intermediate record but is not to be used as a final record or as the record of a condition examination.

F (*failed to pass*) signifies that the student must pass a condition examination

Absence from a final examination shall be so reported and, if not satisfactorily explained, is equivalent to a record of FF. Failure in drawing or laboratory work is treated as a deficiency, and is to be made up in accordance with Rule 39.

FF (*failed completely*) signifies that the student is not admitted to a condition examination but must repeat the subject. Exclusion from dependent subjects shall be based only upon (initial) records of FF (or absence of any records) in given subjects, and of F in cases governed by Rule 38. Any student taking a dependent subject without a clear record in subjects on which it depends may be required to drop that subject at any time if his work is unsatisfactory. The mark FF shall not be given as an intermediate record.

D (*deficient*) signifies that a portion of the work required has not been accomplished. The mark of D is to be followed by a figure indicating the number of hours that should be needed in making it up.

37. When practicable percentages shall be reported with records of F.

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 any subject to students to whom he has given private instruction.

38. Any student in the first or second year who receives marks of Fail (F) in more than fifty per cent of the work taken during the first term, or during the second and third terms combined, shall be required to repeat all subjects failed, and shall not be permitted to take subjects which are dependent on courses which he is required to repeat.

In determining the above, hours of exercise and preparation scheduled for subjects failed are to be included, together with hours represented by marks of D received in other subjects, a mark of D counting fifteen hours unless otherwise stated. At the end of the third term the hours for both the second and third terms are to be counted.

If in any subject a mark of F is reported as applying to only a portion of a subject, only those hours represented by that portion of the subject shall be considered. The hours in such a case are to be stated by the Instructor when submitting his report.

39. Except in drawing or laboratory courses, all marks of D incurred during the first term must be removed not later than the end of the following January, those incurred

in the second term not later than the end of April and those incurred in the third term must be removed not later than the first of the following October. Marks of D in summer courses must be removed not later than the first of November. Marks of D or F in drawing or laboratory work must be removed within one year from the date incurred.

REQUIREMENTS

40. To be admitted to the first-year class, the applicant must have attained the age of seventeen years, and must pass satisfactory examinations in Algebra, Plane and Solid Geometry, Trigonometry, English, History (or by certificate), and Physics; also in French or German, and in such additional subject or subjects as may from time to time be prescribed by the Faculty. In the case of certain elective subjects prescribed by the Faculty, certificates from teachers may be accepted in place of examinations.

Students who have passed the entrance examinations of a given year may be admitted in subsequent years upon satisfying the Faculty that their studies have been continued in the meantime.

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

41. Students coming from colleges or technological schools are expected to present satisfactory certificates of dismissal; they may be admitted to the school without entrance examinations and to those courses of instruction for which they shall satisfy the committee on admission, by examination or otherwise, that they have the necessary preparation.

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

42. On approval of the Committee on 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.

43. Each member of the Faculty shall furnish to the Registrar a list of the requirements for admission to his classes, which list shall be made a matter of permanent record.

All students admitted to work in exception to the usual requirements shall be classed as provisional in such subjects.

44. Before the end of the first term every first-year student is expected to give notice to the Registrar as to the professional course he intends to enter.

45. Except aliens, all male students who are rated as first or second year students are required to attend exercises in Military Science and Drill, under regulation prescribed by the Department of Military Science.

DEGREES

46. The degrees for which candidates may be recommended to the Corporation shall be Bachelor of Science (S.B.), Master of Science (S.M.), Doctor of Philosophy (Ph.D.), Doctor of Science (Sc.D). In Option 1 of the Course in Architecture the degree of Master in Architecture (M.Arch.) shall replace that of Master of Science.

47. To be recommended for the degree of Bachelor of Science, the student must have attended the Institute not less than one year, which must in general be that next preceding his graduation. He must have completed the prescribed subjects of his professional course, except as substitution of equivalent work may be allowed by the Faculty, and in case of a single minor defect in the record of the final term the requirements of a clear record may be

waived by the Faculty if the candidate has a generally strong record. If only condition examinations are required for candidates not recommended for the degree in June, such examinations may be held about July 1. In other cases, an additional period of work under the direction of a committee of the Faculty will be required.

For classes beginning with the class of 1923: A student to be recommended for the bachelor's degree must have secured records better than P in at least ten per cent of the hours assigned to the subjects of the third and fourth year classes which he has pursued in the Institute.

Theses are to be written on one side only of paper of good quality, 8 by 10½ inches in size, with a margin of not less than one inch on each edge. They must be handed to the Secretary of the Faculty not later than the day of the first annual examination. Theses are the permanent property of the Institute, and shall not be published wholly or in part except by authorization of the heads of the respective departments.

48. An applicant for the degree of Bachelor of Science in two courses at the same time must have made application for such candidacy not later than November 1 next preceding his graduation. Every such application shall be referred to the Committee on Five-Year Students to report as to the eligibility of the candidate. A student graduating in more than one course at the same time shall receive but one diploma, which shall, however, state the several courses in which he graduates.

49. Recommendations by the Faculty of candidates for the degree of Bachelor of Science shall be submitted to the Corporation in December and June only.

A candidate who completes the requirements for his graduation by summer courses, by examinations, or by non-resident work shall be classified as of the last class with which he took fourth-year subjects.

50. The heads of the departments of Electrical Engineering and Chemical Engineering shall present to the Secretary for record the names of students recommended by their respective departments for admission to the five-year Co-operative Course in Electrical Engineering or the five-year Course in Chemical Engineering leading to the degrees of Bachelor of Science and Master of Science; but no applicant shall in general be admitted to either course unless he has been in residence at least one year. They will not be regarded as applicants for the Master's degree before the beginning of the fifth year.

51. An applicant for the degree of Master of Science, Master in Architecture, Doctor of Science, or Doctor of Philosophy, must, except in cases of unusual attainments, have taken his first degree in some scientific school, college, or university of good standing. With his application he must file with the Secretary of the Committee on Advanced Degrees and Fellowships a statement of his previous work and present attainments, and of the advanced work which he intends to do at the Institute; and his credentials and proposed course of study shall be passed upon by the Committee on Advanced Degrees and Fellowships. Only those applicants for an advanced degree will be accepted whose attainments, as shown by their previous record of scholarship or by other information, indicate that their proposed course of study and research can be creditably pursued.

Applicants for the Master's degree will be placed on the list of candidates for graduation upon recommendation to the Faculty by the Committee on Advanced Degrees and Fellowships, at the beginning of the term in which it is expected that the requirements for the degree will be completed. Applicants for the Doctor's degree will be placed on the list of candidates for the degree upon recommendation to the Faculty by the Committee on Advanced

Degrees and Fellowships, on satisfactorily passing the general examination in their major field, in general not less than seven months before the time at which it is expected that the degree will be conferred.

52. The Master's degree is awarded for the completion of an approved course of study and research in science, engineering, or architecture. The course shall consist of at least one full year's work of 1,440 hours completed with records of P or better, of which not less than 800 hours (including thesis) shall be chosen from the list of subjects primarily for graduates, or graduates and undergraduates. In general the Degree of Master of Science will be given without designation of the department of study on the diploma, but if the student is a graduate of the Institute, or has previously completed essentially the full requirements for the Bachelor's degree in any department of the Institute, he may, by electing at least one-half of his work (including thesis) from advanced subjects approved by that department, be recommended for the Master's degree in such department.

53. The degrees, Doctor of Science and Doctor of Philosophy, certify to the creditable completion of an advanced course of study in some branch of science or engineering and to the performance of an original research of high grade bearing upon some scientific or engineering topic.

The course of advanced study and research for either of these degrees must be pursued under the direction and oversight of the Committee on Advanced Degrees and Fellowships for at least two school years, except in the case of applicants who satisfy the Faculty 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.

REGULATIONS

54. Before the beginning of each term the student shall register for the Course and the studies he wishes to pursue. After approval of his registration the student must attend all exercises in the subjects for which he is registered, and, having entered a class, must continue the study throughout the term unless allowed by the Faculty to discontinue it. Instructors shall report to the Registrar the names of all students attending exercises, but not included in the lists furnished by him.

55. For the purpose of giving students the means of readily obtaining friendly advice, each new student may on application be assigned by the Dean to some member of the instructing staff, who shall act as his advisor.

56. 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.

57. 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, or persistent neglect of work may be followed by dismissal, or in case the offense be a less serious one, the student may be placed upon probation. Probation may be removed by the Faculty after a period of continued good conduct on the part of the student. No student shall be required by the Faculty 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.

58. 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. 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 also held to be a grave breach of discipline.

59. No student shall in general be recommended for an undergraduate scholarship until he has attended the school at least one year, and has shown satisfactory evidence as to character and capacity.

60. A student leaving the Institute of his own motion before graduation shall be entitled to receive a copy of his record from the Registrar.

GENERAL RULES

61. The first term shall begin on the first Monday in October. Graduation exercises shall be held on the Monday following the June Faculty meeting held to recommend degrees. The school year shall be divided into three terms of approximately ten weeks each.

62. Exercises and lectures shall in general be held between 9 A.M. and 5 P.M., but on Saturday until 1 P.M.

63. The total time assigned in any undergraduate Course to exercise and preparation shall not exceed an average of 48 hours per week in each term except for physical exercise or drill. In case of unequal distribution of work over the term, the weekly assignment shall in no case exceed 51 hours. 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 devoted to each of his subjects by students whose work is of passing grade.

64. All exercises shall begin five minutes after and end five minutes before the hours scheduled.

65. The exercises of the school shall be suspended, and the laboratories and drawing-rooms closed to students (except as provided below) on legal holidays; from December 22 to January 1, inclusive, when Christmas Day falls on Monday or Tuesday; from December 23 to January 2 when Christmas Day falls on Saturday or Sunday; from December 24 to January 1, 3, or 4, as Christmas Day falls on Wednesday, Thursday, or Friday; during the week beginning on the Sunday following March 9 in ordinary years, and during the week beginning on the Sunday following March 8 in leap years; and during an April recess which shall consist of the Thursday, Friday and Saturday including April 19 when it falls within these days, and the Monday, Tuesday and Wednesday nearest April 19 when it falls on any other day. (The following exceptions are to be made: in 1924 and 1930 the recess will be Monday to Wednesday, April 21-23; in 1935 and 1946 the recess will be Thursday to Saturday, April 25-27; and 1943 the recess will be Thursday to Saturday, April 15-17.) For exceptional reasons however, students may be admitted to the laboratories and drawing-rooms by permission of the head of the department.

66. 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. For affirmative action on any amendment a three-fifths majority and not less than thirty affirmative votes shall be required.

DUTIES OF THE DEAN AND THE REGISTRAR

It shall be the duty of the Dean:

To co-operate with the President in matters relating to the general welfare of students, including discipline.

To have general oversight of the first-year work in consultation with heads of departments and act as chairman of the Committee on First-Year Students.

To act as a general consulting officer for all students, including students in the Summer School.

The Dean shall be a member of the Committees on Second Year, and on Third-Year Students, on Faculty Business, on Petitions, on Physical Training, on Undergraduate Scholarships, Foreign Students, and on Provisional Students. He may also appoint Advisors from the officers of instruction to act under his direction.

It shall be the duty of the Registrar:

To pass upon the registration of students, in consultation with members of the Faculty; to furnish to every instructor, as early as possible in each term, a list of students entitled to admission to his classes; to inform students reported to be 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 Dean.

To make to the parent or 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, and to report each such case to the Dean.

To notify the guardians of minors whose time is not adequately occupied of such deficiency in their courses.

To co-operate with the Officers and the Committees of the Faculty in carrying out their work as prescribed by the Faculty.

To obtain at the end of such periods as the Faculty

shall determine the standing of each student in each subject of study, and to transmit such information to the parent or guardian of each student not of age, and to those of age who by vote of the Faculty are either requested or advised to withdraw, except for a candidate for graduation in his final term and for any other fourth-year student nearly eligible for graduation. Reports of students who are of age shall be sent to their parents or former guardians on application.

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

To present to the Faculty after each December and June examination period the records of all students for the first term and the second and third terms respectively and to send to the head of each department, in advance of the Faculty meeting appointed for the consideration of records, the records of students in his department. He shall follow the same procedure for such intermediate records as the Faculty may determine.

To keep a Subject Schedule showing how, when, to whom, and by whom every study or exercise is given, and the preparation required, and a list of present and former schedules of the several Courses.

To keep a detailed record of each student, based on his registration and the reports of his instructors, showing in such form that his exact status may be readily found, his full name, age, parentage, manner of admission, and standing throughout his course, together with such Faculty votes as he may have received.

To have charge of the general correspondence of the Institute.

To have charge of the periodic publications of the Institute and such others as he may be called upon by the proper authorities to publish.

To have charge of the assignment of lecture and recitation rooms of the Institute for purposes other than regular Institute exercises.

To provide for the giving out of information regarding the Institute and the location of members of the staff and the students of the Institute during the hours of exercise.

To make report to the Bursar as to the number of hours of exercises to be charged for in case of students who are entitled to a reduction of tuition.

To notify the Bursar of the fees to be collected for late registration, condition examinations, and removal of deficiencies.

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