

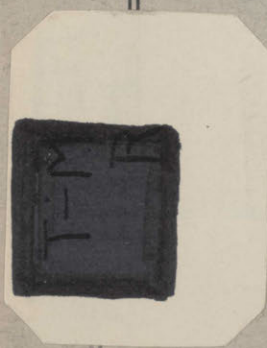
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MASSACHUSETTS
INSTITUTE OF TECHNOLOGY

RULES OF
THE FACULTY

JANUARY, 1927



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MASSACHUSETTS INSTITUTE OF TECHNOLOGY

RULES OF THE FACULTY

Revised to January 1, 1927

1. The Faculty shall consist 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 and their Duties

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

3. The Chairman shall preside over Faculty meetings in the absence of the President. He shall be a member of the Faculty Council and shall preside at its meetings in the absence of the President.

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

It shall be his duty:

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 the 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 read the same at 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 every committee appointed by the Faculty notice of the personnel and purpose of such committee.



True bill

To prepare, in consultation with the head of each department, a list of fourth-year students who are candidates for graduation; to examine personally each candidate's entire record, and to report any deficiencies to the respective departments early in the term in which the candidate expects to graduate.

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

Faculty Council

5. The Faculty Council shall consist of the President, the Chairman of the Faculty, the Dean of Students, the Dean of Graduate Students, the Secretary of the Faculty, the Director of the Summer Session and the Heads of Departments and Professional Courses. It shall act with power on ordinary business, and shall bring before the Faculty questions of educational policy and all other business of sufficient importance for consideration of the entire Faculty. Action taken by the Council shall be reported to the Faculty for record. The Secretary of the Faculty, *ex officio*, shall be designated by the Council to cooperate with the Registrar in the duties of his office. Members of the Faculty may be designated by the Council as sub-committees to cooperate with the other Administrative Officers. A sub-committee shall be appointed by the President to serve with representatives of the Alumni Council and of the undergraduates as a joint committee on Graduation Exercises and Senior Week.

Standing Committees

6. The Standing Committees shall be the following: a Committee on Admissions, a Committee on Graduate Courses and Scholarships, a Committee on Undergraduate Courses, a Committee on Undergraduate Scholarships, a Committee on Petitions, a Committee on Provisional Students, a Committee on First-Year Instruction, a Committee on Second-Year Students, and a Committee on Third-Year Students.

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

It shall have charge, in cooperation with the heads of departments, of the admission of students from other colleges.

8. The Committee on Graduate Courses and Scholarships of which the Dean of Graduate Students shall be Chairman, shall have charge of graduate courses of study, and of students working for advanced degrees, and shall act with power upon

the applications of such students for scholarship aid. 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.

9. The Committee on Undergraduate Courses 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 heads of departments or professional courses. Permanent changes in course schedules for the following academic year must be presented not later than the February meeting of the Faculty.

10. The Committee on Undergraduate Scholarships shall have power to act upon all applications for scholarship aid in connection with undergraduate work. The recommendations of the committee shall be reported to the Secretary of the Faculty for record. No student shall in general be recommended for an undergraduate scholarship until he has attended the Institute for at least one academic year, and has shown satisfactory evidence as to character and ability.

11. The Committee on Petitions shall have power to deal with all petitions except as specified in Rule 12.

12. The Committee on Provisional Students shall consist of five members, including the Dean as Chairman, the Assistant Dean and the Secretary.

The Committee shall examine and pass upon all petitions for readmission presented by former students who have been advised or required to withdraw, or have been informed that they may return only on petition.

Students who have been required to withdraw for academic or disciplinary reasons shall not be readmitted to the Institute in less than twelve months from the time of dismissal, unless important facts are presented which were not known to the Faculty at the time of such dismissal, and then only if, in the judgment of the Committee, it appears probable that further attendance will be advantageous.

Subject to the above restrictions, the Committee shall act with power on petitions for readmission whenever its judgment is unanimous. It shall report its findings to the Faculty for record.

The Committee shall, at its discretion, exercise a general oversight over all students readmitted by it, and may require such special reports as to conduct and scholarship as is deemed necessary. It shall also exercise a similar control over students who are placed on probation.

Students who have been required to discontinue their work

for a single term shall not be required to petition before readmission if they return after an absence of but one term.

13. The Committee on First-Year Instruction shall consist of the Dean as chairman, the Secretary, the Assistant Dean, the Registrar and the head of each department (or a representative of such department) giving instruction to first-year students. It shall have power to appoint a sub-committee from the instructing staff which shall pass upon records of first-year students and report to the Faculty action taken in regard to them, acting with power when unanimous. It shall consider educational policies and general instructional and administrative procedures affecting first-year students, and at its discretion make recommendations to the President and the Faculty regarding such matters.

14. The Committee on Second-Year Students shall consist of the Secretary as chairman, the Dean, the Registrar, the second-year Registration Officers, and a representative from each of the departments of English, Mathematics and Physics. It shall pass upon all records of second-year students and report to the Faculty action taken in regard to them, acting with power when unanimous.

15. The Committee on Third-Year Students shall consist of the Secretary as chairman, the Dean, the Registrar, and the third-year Registration Officers. It shall pass upon all records of third-year students and report to the Faculty action taken in regard to them, acting with power when unanimous.

Meetings and Elections

16. 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. 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 Faculty Council shall appoint, or upon written request presented to the Secretary by any ten members.

17. There shall be appointed, at the annual 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, and to circulate the list of nominees to all members not later than the following April meeting. Two new members shall be appointed to this Committee each year and no member shall serve for more than three consecutive years. This Committee shall have power to fill any vacancies that may occur in the Standing Committees during the year.

No member of the Faculty shall serve continuously as Chairman of the Faculty for more than two years. 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.

18. The Chairman, the Secretary, and the Standing Committees (except those on First-Year Instruction, Second-Year Students and Third-Year Students) shall be elected each year, at the annual meeting, but their terms of office shall begin on August 1. The Chairman and the Secretary shall be elected by ballot.

Requirements for Admission

19. 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 and Physics; also in French or German. He must also present satisfactory certificates for Chemistry and History and for one or more elective subjects as prescribed by the Faculty.

20. 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 Committee on Admissions, by examination or otherwise, that they have the necessary preparation.

Admission without examination shall in all cases be regarded as provisional.

21. 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.

Examinations

22. Examinations for admission to the first-year class shall begin on Wednesday, twelve days before the opening of the term on Monday.

23. Final examinations shall be held at the end of each term. During the examination period following any term not more than five examinations for any year of any Course shall be given. For all subjects in which an examination is given during the prescribed period, no written examinations or quizzes shall be given during the six working days preceding the examination period. For all subjects in which no examina-

tion 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 working days directly preceding the examination period.

24. Examinations for conditioned students shall be held during the examination period prior to the opening of the first term for second-term subjects and for Summer Session subjects which end prior to Labor Day; during the January examination period for Summer Session subjects which end after Labor Day; during the June examination period for first-term subjects. A student repeating a subject shall not be entitled to take a condition examination covering the earlier failure. Failures in drawing and laboratory work shall be made up in accordance with the rule for making up deficiencies. (See Rule 26.)

A student who fails in a condition examination, other than an entrance condition, must repeat the subject, unless substitution of other work is allowed. (See Rule 29.)

Entrance conditions are to be removed before the student enters his second year of residence at the Institute.

25. Any single examination shall be limited in length to not over three hours.

Records

26. Records shall be submitted at the end of each term in all subjects given in the term, including thesis. Every report of records shall be endorsed by the instructor in charge of the subject. No record 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. The marks to be used are:

H, passed with honor. (Not to be used as an informal record.)

C, passed with credit.

P, passed.

L, low standing. (To be used as an informal record only.)
Without improvement record will be Fail at end of the term.

J, the student has attended the exercises of a subject for which no formal record is returned for the term, but the record of this term will be covered by the record of a subsequent term. May be used only for first-term subjects above the second year and when used must be returned for the entire class.

D, deficient. The work required has not been completed.

Except in drawing or in laboratory subjects, all marks of D

must be removed not later than the end of the fifth week of the succeeding term of the regular academic year. Marks of D or F in drawing or in laboratory work must be removed within one year from the date incurred, except that such marks incurred in the Electrical Engineering Laboratories shall be removed not later than the end of the term succeeding the one in which they were received.

Fail, failed to pass. The student is entitled to one condition examination, which he must take at the next examination period or forfeit the right to such examination. (Failure in drawing or laboratory work is to be made up as specified in the preceding paragraph.) When practicable, percentages should be reported with records of Fail.

FF, failed completely. The student will not be admitted to a condition examination but must repeat the subject and will not be admitted to dependent subjects. FF shall not be given as an informal record.

R, repeat. The subject must be repeated, and the student will not be admitted to dependent subjects. (The record R is not to be returned by the instructor. See Rule 27.)

Abs., absent from a final examination or from a subject for which a student is registered. If not satisfactorily explained to the Dean, Abs. is equivalent to a record of FF.

27. A student classed as either a first-year or a second-year student who fails in more than fifty per cent of the work taken during any term must repeat those subjects in which he has failed (including subjects in which condition examinations have been failed) except as admission to the condition examinations in particular subjects taken during the term is granted at the time when term records are presented to the Faculty. Records of Fail in subjects which are to be repeated are changed to R.

28. Any student taking a dependent subject without a clear record in any subject on which it depends may be required to drop that subject at any time if his work is unsatisfactory.

29. Upon recommendation of the head of a Course, substitution of one or more subjects for a subject required in that Course may be allowed by the Committee on Petitions, provided the work is equivalent in hours to the prescribed subject and that the student has not a record of FF or R in the subject.

Degrees

30. The degrees for which candidates may be recommended to the Corporation shall be Bachelor of Science (S.B.), Master of Science (S.M.), Master in Architecture (M.Arch.), Doctor of Philosophy (Ph.D.), Doctor of Science (Sc.D.), and Doctor of

Public Health (Dr.P.H.). Recommendations for the degrees may be submitted to the Corporation in December and in June.

31. To be recommended for the degree of Bachelor of Science, the student must have attended the Institute not less than one academic 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 has been previously allowed by the Faculty. In case of a single minor defect in the records received in the final term, the requirements of a clear record may be waived by the Faculty if the candidate has a generally good record. If in cases of candidates not recommended for the degree in June, the Faculty requires only the satisfactory passing of condition examinations to complete the requirements for graduation, such examinations may be held about July 1 or in September. In other cases, an additional period of residence will be required, the schedules of study to be approved by the Faculty, and to be equivalent to about one term (not less than six hundred hours) including the preparation of a new thesis. 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.

32. An applicant for the degree of Bachelor of Science in two Courses simultaneously must make application for such candidacy not later than November 1 next preceding his probable graduation. Such a student shall receive but one diploma, which shall state the Courses which he has completed.

33. An applicant for the degree of Master of Science, Master in Architecture, Doctor of Philosophy, Doctor of Science or Doctor of Public Health 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 Graduate Courses a statement of his previous work and present attainments, and of the 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 Courses. 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.

Upon recommendation to the Faculty by the Committee on Graduate Courses, applicants for the Master's degree will be placed on the list of candidates for the degree 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 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.

34. 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. In all cases, however, at least 270 hours of work must be chosen from these subjects *in addition* to the thesis. In general the Degree of Master of Science will be given without designation of the department of study on the diploma.

The degree of Master of Science with specification of department of study is awarded to graduates of the Massachusetts Institute of Technology and to college graduates who have completed essentially the full requirements for the Bachelor's degree of a given Institute Course, provided they elect at least one-half of their graduate work (including thesis) from advanced subjects in that branch of science or engineering in which they have taken the Bachelor's degree or have had its equivalent.

35. The degrees, Doctor of Philosophy, Doctor of Science, and Doctor of Public Health, 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 leading to one of these degrees must be pursued under the direction of the Committee on Graduate Courses for at least two academic 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.

36. Theses are to be written on one side only of paper of good quality, eight and one-half by eleven inches in size, with a margin of not less than one inch on each edge. They must be received at the office of the Secretary of the Faculty not later than the day of the first final examination of the student's final term. 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.

Regulations

37. The academic year shall begin on 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 first Tuesday after candidates are recommended for degrees.

38. Exercises shall, in general, be held between 9 A.M. and 5 P.M., except on Saturday, when they shall not be held later than 1 P.M.

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

39. The total time assigned in any undergraduate Course to exercise and preparation shall not exceed an average of forty-eight hours per week in each term exclusive of the time assigned to physical training and military science. In no case shall the weekly assignment exceed fifty 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 given to each of his subjects by students whose work is of passing grade.

40. 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 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. The Wednesday, Thursday, Friday and Saturday including April 19 when it falls within these days, and the Saturday, Monday, Tuesday and Wednesday nearest April 19 when it falls on any other day.

41. 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.

42. Excepting aliens, all male students who are rated as either first-year or second-year students are required to attend military science, under regulations prescribed by the Department of Military Science.

43. 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.

44. 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. In case the offense be a less serious one, the student may be placed upon probation.

45. 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 by the Faculty to withdraw from the Institute for alleged academic 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.

46. 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 an affirmative vote of three-fifths of the Faculty members present and not less than thirty affirmative votes shall be required.

DUTIES OF THE DEANS AND THE REGISTRAR

It shall be the duty of the Dean of Students:

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

To act as a general consulting officer for all students.

To act as registration officer for all students registered as of the first year and to scrutinize all first-year records.

To have general oversight of first-year instruction, in consultation with the Committee on First-Year Instruction.

To act as chairman of the Committee on First-Year Instruction, and as a member of the Committees on Second-Year Students, on Third-Year Students, on Petitions, on Undergraduate Scholarships, on Provisional Students, and as a member of the Department of Hygiene.

To appoint, as may be necessary, advisors from the officers of instruction.

It shall be the duty of the Assistant Dean of Students:

To perform such duties as may be assigned to him by the Dean.

To act as a member of the Committees on First-Year Instruction, Undergraduate Scholarships and Provisional Students.

It shall be the duty of the Dean of Graduate Students:

To coöperate with the President in all matters relating to the graduate work of the Institute.

To act as general consulting officer for graduate students.

To act as chairman of the Committee on Graduate Courses and Scholarships.

It shall be the duty of the Registrar:

To coöperate with the Officers and Committees of the Faculty in carrying out their work as prescribed by the Faculty rules.

To keep detailed records of all entrance examinations and college transfer credits, and, in coöperation with the Committee on Admissions, to evaluate such credits and pass upon the admission of students.

To have charge of the registration of all students.

To obtain at the end of each term or examination period, the records of every student in each subject taken and to present these records to the Faculty for action; to transmit such records with any necessary Faculty Votes to students of age, and to the parent or guardian of each student not of age; also to transmit to parents or guardians of all students of age, who, by vote of the Faculty, are placed on probation, advised to withdraw, notified that their record prevents continuance, or required to withdraw; except that in June reports shall not be sent to students who graduate.

To keep in detail the record of every student in such form that his exact status may be readily determined.

To see that diplomas awarded are properly filled out, and are delivered to the persons entitled to receive them.

To have charge of the general correspondence of the Institute.

To have charge of the editing and publishing of regular bulletins of the Institute and of such others as he may be called upon to publish.

To keep a record of the personnel of the Instructing Staff and Corporation.

To have charge of all assignments of lecture and recitation rooms.

To provide for the giving out of information regarding the Institute.

To give written notification to the Bursar of all fees to be collected.

To have charge of all schedules of exercises and examinations and of planning for the supervision of all examinations.

