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MASSACHUSETTS
INSTITUTE OF TECHNOLOGY

RULES OF
THE FACULTY

JANUARY, 1930

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MASSACHUSETTS INSTITUTE OF TECHNOLOGY

RULES OF THE FACULTY

Revised to January 1, 1930

1. The Faculty shall consist of the President, all members of the instructing staff with rank of Professor, Associate Professor, or Assistant Professor, the Dean of Students and the Registrar, *ex officio*; also 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, on Third-Year Students and on Fourth-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.

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

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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 Chairman of the Summer Session Committee 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 Course IX, a Committee on General Studies, 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, a Committee on Third-Year Students, and a Committee on Fourth-Year Students.

7. The Committee on Admissions shall consist of the Admissions Officer as Chairman, the Dean of Students, the Secretary of the Faculty, the Registrar, and two other members to be elected by the Faculty. They shall act with power on the records obtained in the entrance examinations given by the Institute and those given by the College Entrance Examination Board, and on the admission of students transferring from other colleges.

The Committee shall also assist the Admissions Officer in an advisory capacity.

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 Course IX shall consist of five members, including the Head of the Course as Chairman; and shall have charge of arranging the schedules of studies, approval of the registration of students, recommendations for Faculty action in regard to students in this Course, and the approval of petitions for transferring to this Course.

11. The Committee on General Studies shall consist of six members, including the Chairman, two to be elected annually to serve for three years.

The Committee shall have power to select subjects suitable for General Studies, and shall have charge of the administration connected with this group of studies.

12. The Committee on Undergraduate Scholarships shall have power to act upon all applications for scholarship aid in connection with undergraduate work. 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.

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

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

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 over-

sight over all students readmitted by it, and may require such special reports as to conduct and scholarship as it deems 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.

15. The Committee on First-Year Instruction shall consist of the Dean as chairman, the Secretary, 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.

16. 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.

17. 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.

18. The Committee on Fourth-Year Students shall consist of the Secretary as chairman, the Dean, the Registrar, and the fourth-year Registration Officers. It shall pass upon the records of fourth-year students at the end of the first term except those of candidates for graduation, and report to the Faculty the action taken in regard to them, acting with power when unanimous.

Meetings and Elections

19. 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.

20. 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.

21. The Chairman, the Secretary, and the Standing Committees (except those on First-Year Instruction, Second-Year Students, Third-Year Students and Fourth-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.

22. There shall be appointed at the annual meeting of the Faculty by the President, or, in his absence, by the Chairman, a Committee on the Conduct of Examinations, consisting of not less than five members. It shall be the duty of this Committee to act in a general advisory capacity, and in coöperation with the Registrar to formulate regulations governing conduct of examinations, including the system of proctoring. They shall be given full power by the President to enforce the regulations regarding proctoring.

Requirements for Admission

23. To be admitted to the first-year class, the applicant must be of good character, 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.

24. 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 Admissions Officer, by examination or otherwise, that they have the necessary preparation.

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

25. On approval of the Admissions Officer 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

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

27. 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, except in the case of the second term examinations for Fourth-Year Students, when not more than three examinations shall be given, except with the approval of the Committee on Conduct of Examinations. Any single examination shall be limited in length to not over three hours.

No Instructor may excuse any of his students from a final examination.

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 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 working days directly preceding the examination period.

28. 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; and on Saturday afternoons directly preceding the June examination period, except the Saturday of the spring vacation, for first term subjects. A student repeating a subject shall not be entitled to take the condition examination. A mark of F in drawing and laboratory work shall be made up in accordance with the rule for making up deficiencies. (See Rule 29.)

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

Records

29. 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. No records except first year informal records shall be reported by any instructor to any student until after the reports have been sent out by the Registrar. Informal records may be submitted for first-

year students at such times as the Committee on First-Year Instruction shall determine. 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, barely passed.

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. It 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.

F, conditioned. (Not to be used on condition examinations. Failures in condition examinations are to be reported FF). The student is entitled to one condition examination because in the opinion of the Instructor a comprehensive review of the subject should enable him to pass it. He must take this examination 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 F.

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

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 30.)

Abs., mark withheld because of absence from final examination or for unexplained absence during the last five weeks of the term. It is equivalent to a record of FF unless satisfactorily explained to the Dean.

30. A student classed as either a first-year or a second-year student who fails or is conditioned in more than fifty per cent of the work taken during any term must repeat those subjects in which he is conditioned 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. Final records of F in subjects which are to be repeated are changed to R.

31. 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.

32. 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 units to the prescribed subject and that the student's last record in the subject is not FF or R.

Degrees

33. 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.), 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.

34. To be recommended for the degree of Bachelor of Science or Bachelor in Architecture, 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 40 units) 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.

35. 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.

36. 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 near 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, in general not less than seven months before the time at which it is expected that the degree will be conferred, and after satisfactorily completing the work of the Minor, passing the general examination in the Major, and showing satisfactory evidence of ability to carry on research.

37. The degree of Master of Science or Master in Architecture is awarded upon the satisfactory completion of a course of 96 units (1440 hours) of advanced study and research, three quarters of which, or 72 units including thesis, are chosen from "A" subjects primarily for graduates, and the remaining 24 are chosen from "A" subjects or from "B" subjects open to graduates and undergraduates. The number of units credited to thesis shall be not less than 20 nor more than 40. If 64 units of the required "A" subjects, including thesis, are chosen from subjects in a single field of science or engineering, the degree will be recommended with specification of the field in which the student has thus specialized, otherwise the degree will be awarded without specification of field.

It is expected that the records of students pursuing courses for the Master's degree will be of a distinctly high grade. A Departmental Committee on Graduate Students may at its discretion hold an oral or written comprehensive examination toward the end of a student's course if, in the opinion of the committee, such an examination seems desirable in order to determine his qualifications for the Master's degree. Candidates shall be notified of the decision of a committee to hold such an examination at least one week before the examination.

38. 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.

39. 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

40. 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.

41. 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.

42. 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 Coöperative courses taken away from the Institute, and those of the R. O. T. C., the number of units in any given term shall be not less than 45 nor more than 50, and the weekly assignment shall not exceed 50 hours.

The average number of units per term for the entire four years (five years in the Course in Architecture) shall be not less than 46 nor more than 49. (This does not apply to Coöperative course schedules for students away from the Institute, nor to the R.O.T.C. schedules.) 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.

43. 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, Tuesday, or Wednesday; from December 23 to January 2 when Christmas Day falls on Friday, Saturday or Sunday;

from December 24 to January 3 when Christmas Day falls on Thursday. 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.

44. 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.

45. 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.

46. 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.

47. 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.

48. 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.

49. 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, THE REGISTRAR, AND THE ADMISSIONS OFFICER

It shall be the duty of the Dean of Students:

To cooperate 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 Fourth-Year Students, 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 Dean of Graduate Students:

To cooperate 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 cooperate 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 cooperation 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.

To see that diplomas awarded are properly filled out, and delivered.

To have charge of the general correspondence of the Institute.

To have charge of the editing and publishing of regular bulletins of the Institute.

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.

It shall be the duty of the Admissions Officer:

To cooperate with the President in matters relating to admissions and publicity.

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

To have charge, in cooperation with the heads of departments, of the evaluation of credits of students transferring from other colleges and with the Committee on Admissions to act with power on the admission of such students.

To have charge, in cooperation with the Dean of Graduate Students and heads of departments, of the admission of graduate students.

To serve as Chairman of the Committee on Admissions and Secretary of the Committee on Graduate Courses and Scholarships

