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RULES AND REGULATIONS
OF THE FACULTY

SEPTEMBER, 1954

MASSACHUSETTS INSTITUTE OF TECHNOLOGY

RULES OF THE FACULTY

Revised to September 1, 1954

MEMBERSHIP

1. The Faculty shall consist of the Chairman of the Corporation; the President and the Vice-President and Provost of the Institute; all members of the instructing staff with rank of Professor, Associate Professor, or Assistant Professor; all Professors Emeriti having appointments as Lecturers; the Deans of the Schools of Engineering, Science, Architecture and Planning, Humanities and Social Studies, and Industrial Management; the Dean of the Graduate School; the Dean of Students, and Associate Deans of Students; the Registrar, the Associate Registrar, and the Assistant Registrar; the Director, the Associate Director, and the Assistant Director of Admissions; the Director of Libraries, the Librarian, and the Associate Librarian; and certain Instructors and Research Associates selected by the Executive Committee of the Corporation.

OFFICERS

2. The officers of the Faculty shall be a President, a Vice-President (the President and the Vice-President and Provost of the Institute are respectively *ex-officio* President and Vice-President of the Faculty), a Chairman, a Secretary, and an Assistant Secretary.

3. In the absence of the President the Vice-President shall assume the duties of the President, except that the order of precedence of presiding at the Faculty meetings shall be President, Chairman of the Faculty, and Vice-President.

4. It shall be the duty of the Secretary:

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

To give written notice to each member of the time and place of each Faculty meeting and of the special business to be transacted. In the absence of the President, Chairman, and Vice-President 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 or to circulate them to the entire Faculty with the call for the next meeting.

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

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

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

MEETINGS

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

QUORUM

6. Thirty members shall constitute a quorum.

ELECTIONS

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

FACULTY COUNCIL

8. The Faculty Council shall consist of the Chairman of the Corporation, the President, Vice-President and Provost, Chairman of the Faculty, Deans of the Schools of Engineering, Science, Architecture and Planning, Humanities and Social Studies, and Industrial Management, Dean of the Graduate School, Dean of Students, Secretary of the Faculty, Chairman of the Committee on Undergraduate Policy, Chairman of the Committee on Undergraduate Courses, Director of Division of Industrial Cooperation, Director of Libraries, Director of Admissions, Registrar, Director of Summer Session, the Directors of Interdepartmental Laboratories, and Heads of Departments and Professional Courses.

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

COMMITTEES

9. There shall be Standing Committees on the following: Graduate School Policy, Undergraduate Policy, First Two Years, General Education, Undergraduate Courses, Academic Regulations, Student Aid, Student Environment, Discipline, Examinations, Admissions, First-Year Records, Second-Year Records, Third-Year Records, Fourth-Year Records, Nominations, Library, and Industrial Liaison. In addition, the Staff Section of the Staff-Administration Committee shall be a Standing Committee.

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

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

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

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

The Committee shall have the following duties and responsibilities:

1. Interpret and administer undergraduate policy as approved by the Faculty, acting with power if unanimous.
2. Formulate proposals for changes and modifications in undergraduate policy, either upon its own motion or after consideration of recommendations of other committees, and recommend them to the Faculty for action.
3. Coordinate the work of the following committees of the Faculty concerned with undergraduate education: the Standing Committees on the First Two Years, General Education,

Undergraduate Courses, Academic Regulations, Student Aid, Student Environment, Discipline, and Examinations; and consult with the Committee on Graduate School Policy on issues referred to it by these committees which also involve matters pertaining to the Graduate School.

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

12. Each of the following committees, First Two Years, General Education, Undergraduate Courses, Academic Regulations, Student Aid, Student Environment, Discipline, and Examinations, shall, in addition to its specific duties as defined below, be responsible for (1) administering and reviewing educational policies which apply to its work, (2) requesting any needed clarification of such policies from the Committee on Undergraduate Policy, (3) recommending to the Committee on Undergraduate Policy any changes of such policies which it deems to be advisable, and (4) performing such other duties as may be delegated to it by the Committee on Undergraduate Policy.

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

- A. **The Committee on the First Two Years** shall consist of six elected members and a non-voting member appointed annually by and from the Committee on Undergraduate Policy. The Committee shall be concerned with the academic aspects of the following: requirements for admission of first-year students, the first-year curriculum, coordination of instruction in first-year subjects and such subjects of the second year as may be designated by the Committee on Undergraduate Policy, student orientation, first-year advisory system, course selection, and other questions affecting first-year students.
- B. **The Committee on General Education** shall consist of six elected members, at least two of whom shall be from the School of Humanities and Social Studies, and a non-voting member appointed annually by and from the Committee on Undergraduate Policy. The Committee shall be concerned with the entire undergraduate program on General Education.
- C. **The Committee on Undergraduate Courses** shall consist of six elected members and a non-voting member appointed annually by and from the Committee on Undergraduate Policy. The Committee shall be concerned with undergraduate course schedules, and shall recommend changes in such schedules to the Faculty, either upon its own initiative

or upon proposals submitted by the heads of departments or professional courses. Recommendations involving major modifications of policy shall be presented to the Committee on Undergraduate Policy for consideration before presentation to the Faculty.

Changes in course schedules for the following academic year shall be filed with the Committee not later than January 15. It shall then present all changes to the Faculty at its February meeting, final action to be taken at the March meeting. The Committee shall act with power, if unanimous, on emergency changes in schedules, such action to be reported to the Committee on Undergraduate Policy and to the Faculty.

D. The **Committee on Academic Regulations** shall consist of the Assistant Secretary of the Faculty as Chairman, the Secretary of the Faculty, the Dean of Students, the Director of Student Aid, the Registrar, three elected members, and a non-voting member appointed annually by and from the Committee on Undergraduate Policy. The Committee shall codify and interpret academic regulations and, in cooperation with the Registration Officers, establish their respective fields of responsibility.

The Committee shall consider all petitions. It shall refer to the Committee on Undergraduate Policy or to the Committee on Graduate School Policy any proposed action which in its opinion implies a major exception to Faculty policy or which the student's Registration Officer requests be so referred. In all other cases it shall act with power. The Committee shall, at its discretion, exercise general supervision over students readmitted by it, and may require such special reports as it deems necessary.

E. The **Committee on Student Aid** shall consist of a Chairman appointed by the President, six elected members, and a non-voting member appointed annually by and from the Committee on Undergraduate Policy. The Committee shall be concerned with financial aid to students, including undergraduate scholarships and student employment.

F. The **Committee on Student Environment** shall consist of the Dean of Students, the Associate Dean of Students, six elected members, and a non-voting member appointed annually by and from the Committee on Undergraduate Policy. It shall be concerned with student life, especially with non-academic features which have a direct bearing on the education of the student as a citizen and a member of the Institute community. At its discretion, the Committee may invite the participation of representatives of the student body.

- G. **The Committee on Discipline** shall consist of the Dean of Students as Chairman, the Associate Dean of Students, the Registrar, and three elected members of the Faculty. At its discretion, the Committee may invite the participation of representatives of the student body. The Committee shall consider such cases of alleged misconduct as shall be brought to its attention by the Dean of Students. An accused student shall be given an opportunity to present himself in person at a meeting of the Committee. If the findings of the Committee include a recommendation that a student be required to withdraw from the Institute, the recommendation with the findings shall be reported to the President for approval or disapproval; otherwise, the Committee shall act with power.
- H. **The Committee on Examinations** shall consist of six members appointed by the Chairman of the Faculty after consultation with the Committee on Nominations. Each member shall serve a three-year term. Two new members shall be appointed each year. The Chairman shall be designated annually from the members of the Committee by the Chairman of the Faculty. The Committee shall be concerned with improvements in examination policies and procedures and, in cooperation with the Registrar, shall formulate regulations governing examinations and their administration, and shall have authority to enforce such regulations.
13. **The Committee on Admissions** shall consist of the Director of Admissions as Chairman, the Dean of Students, the Director of Student Aid, the Registrar, and six elected members. It shall act with power, in conformity with Faculty policies, on the admission of all undergraduate students, including college transfers, except in cases of students applying for readmission.
14. The four Committees on Student Records shall, in conformity with Faculty policies, pass upon records of undergraduate students under their respective jurisdictions, reporting to the Faculty any action taken in regard to them, acting with power when unanimous, except that the Committee on Fourth-Year Records shall present to the Faculty for final action its recommendations on candidates for graduation.
- A. **The Committee on First-Year Records** shall consist of the Secretary of the Faculty as Chairman, the Dean of Students, the Registrar, the Advisor to Foreign Students, and the head of each department (or his delegate) giving instruction to first-year students.
- B. **The Committee on Second-Year Records** shall consist of the Secretary of the Faculty as Chairman, the Dean of Students, the Registrar, the Advisor to Foreign Students, repre-

representatives from each of the departments of English, Mathematics, and Physics, and the second-year Registration Officers.

- C. The **Committee on Third-Year Records** shall consist of the Secretary of the Faculty as Chairman, the Dean of Students, the Registrar, the Advisor to Foreign Students, and the third-year Registration Officers.
- D. The **Committee on Fourth-Year Records** shall consist of the Secretary of the Faculty as Chairman, the Dean of Students, the Registrar, the Advisor to Foreign Students, and the Registration Officers of undergraduate students above the third year.

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

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

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

(B) The Advisory Board of the Library Committee shall consist of one representative from each Institute Department, not

already represented on the Executive Board, nominated by the Head of the Department and serving an indefinite term. Vacancies in the Advisory Board arising from any cause (other than by election to the Executive Board) shall be filled by the corresponding Department Head.

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

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

SUSPENSION

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

AMENDMENT

20. A motion to amend these rules shall lie upon the table at least until the next Faculty meeting after its introduction, and final action shall not be taken unless the subject has been announced in the call for the meeting. For affirmative action on any amendment, an affirmative vote of three-fifths of the Faculty members present and not less than thirty affirmative votes shall be required.

REGULATIONS OF THE FACULTY

Revised to September 1, 1954

CALENDAR

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

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

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

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

REQUIREMENTS FOR ADMISSION

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

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

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

5. An applicant for one of the advanced degrees, Master, Engineer, or Doctor, enumerated in Regulation 15, must, except in cases of unusual attainments, have taken his first degree in a scientific school, college, or university of good standing. With his application for admission to the Graduate School he must file with the Secretary of the Committee on Graduate School Policy a statement of his previous work and present attainments and the program of advanced work which he intends to do at the Institute. His credentials and proposed course of study shall be passed upon by the Committee on Graduate School Policy and must be approved by the student's Registration Officer and the Committee on Graduate Students of the department in which he is to be enrolled or by a special interdepartmental committee appointed by the Dean of the Graduate School to supervise his program if it is in a field which lies between or in two or more departments.

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

COURSE SCHEDULES

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

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

REGISTRATION

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

8. 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 and Tactics, unless exempted therefrom on account of physical disability, age, or conscientious grounds approved by the Faculty.

EXAMINATIONS

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

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

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

10. Registered undergraduate students of all classes, with a cumulative rating of 3.50 and above, may take examinations for Advanced Standing during the condition examination periods in the Fall and in the Spring, provided they have never been registered for the subjects or have never attended classes in the particular subjects. Notice of intention must be filed with the Registrar and must be submitted at least two weeks before the day of the first scheduled examination of the examination period. The privilege of an examination in a subject which involves laboratory instruction or drawing must be approved by the Faculty member in charge of the subject, otherwise endorsement by members of the Faculty is not necessary.

11. Condition examinations shall be held during the Fall examination period for second-term subjects and for summer-session subjects, and on Saturday afternoons during March and April for first-term subjects. A student repeating a subject shall not be entitled to take the condition examination nor may he register for the subject after taking the condition examination in that term. A grade of E in drawing or in laboratory work shall be made up in accordance with the regulation for making up grades of Incomplete. (See Regulation 12.)

GRADES

12. Grades shall be submitted at the end of each term in all subjects given in the term, including thesis. Each report of grades shall be endorsed by the Instructor in charge of the subject. No grade shall be reported by an Instructor for any student to whom he has given private instruction in the subject in question, nor shall any examination be given by an Instructor in any subject to students to whom he has given private instruction. No grades except first-year informal grades shall be reported by any Instructor to any student until after his report has been sent out by the Registrar. Informal grades may be submitted for first-year students at such times as the Committee on First Two Years shall determine.

The grades to be used are:

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

B, passed with credit.

C, passed.

D, barely passed.

J, formal grade is deferred until a later term. It may be used only for research or thesis work, or for Seminar of graduate grade.

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

I, Incomplete. The work required has not been completed. Except in drawing or in laboratory subjects, all grades of I must be removed by the end of the fifth week of the succeeding term of the regular academic year. Grades of I or E in drawing and in the Electrical Engineering Laboratory subjects must be removed by the end of the academic term succeeding the one in which they were received. Grades of I or E in laboratory work, except the Electrical Engineering Laboratory subjects, must be removed within one year from the date incurred.

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

F, failed completely. (Not to be used as an informal grade.) This grade signifies that the student must repeat the subject, and he will not be allowed to take subjects depending thereon unless he has had an E in the subject. Any student taking a dependent

subject without a clear grade in any subject on which it depends may be required to drop that subject at any time if his work is unsatisfactory.

Abs, absent. Grade is withheld because of absence from final examination or absence during the last two weeks of the term or both. The grade of "Abs." is only to be used if the record of the student throughout the term is such that he may be granted a passing grade on his record or an "Abs. Exp." "Abs. Exp." allows him the privilege of taking a postponed examination and is primarily for borderline cases. A grade of "Abs." cannot be changed until notice is received from the Dean of Students that such action is appropriate. Absence unless explained to the Dean is equivalent to "F." An unsatisfactory record because of absence throughout the term should be recorded as "F."

13. Upon recommendation of the head of a Course, substitution of one or more subjects for a subject, or subjects, required in that Course may be allowed by the Committee on Academic Regulations, provided the work is equivalent in units to the prescribed subject and that the student's latest term grade in the subject is not F. Substitutions for theses are not allowed.

THESES

14. Theses must be typewritten (using a black record ribbon) on one side only of good quality paper, eight and one-half by eleven inches in size, with a margin of not less than one inch on each edge. If not typewritten, the equations and figures must be lettered in India ink, and all diagrams must be drawn in India ink.

All theses must be delivered at the office of the headquarters of the department or course in which the candidate is registered, as follows: for June or February Bachelor's, Master's, and Engineer's degree candidates not later than one week before the first day of the regular examination period; and for candidates for the Doctorate not later than two weeks before the first day of the regular examination period. A receipt will be given when the thesis is delivered. 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 or courses.

DEGREES

15. The degrees for which candidates may be recommended to the Corporation shall be Bachelor of Science (S.B.), Bachelor in Architecture (B.Arch.), Master of Science (S.M.), Master in Architecture (M.Arch.), Master in City Planning (M.C.P.), Aeronautical Engineer (Aer.E.), Building Engineer (Bldg. E.), Chemical Engineer (Chem. E.), Civil Engineer (C.E.), Electrical Engineer (E.E.), Marine Mechanical Engineer (Mar.Mech.E.), Mechanical Engineer (Mech.E.), Metallurgical Engineer (Met.E.), Meteor-

ologist (Meteor.), Mineral Engineer (Min.E.), Naval Architect (Nav.Arch.), Naval Engineer (Nav.E.), Sanitary Engineer (San.E.), Doctor of Philosophy (Ph.D.), and Doctor of Science (Sc.D.).

16. 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 required curriculum for the Class with which he will graduate, except as substitution of equivalent work may be allowed under Regulation 13. 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 and if the defect is not because of neglect. If a candidate is not recommended for the degree, the Faculty may require either the satisfactory completion of the requirements for graduation before the end of the following term or an additional term of residence. If a term of residence is required, the schedule of study must be approved by the Faculty, and must be equivalent to about one term (not less than 40 units) including the preparation of a new thesis.

17. To be recommended for the degree of Master of Science, Master in Architecture, or Master in City Planning, a student must not only have a clear record in an approved program of graduate study and research, but his scholastic standing as shown by his cumulative record must be of a distinctly high grade. He must have completed satisfactorily a program of at least 96 units, of which 72 units, including a thesis of not less than 20 nor more than 40 units, shall be "A" subjects. If 64 units of "A" subjects, including thesis, are in a single field of science or engineering, as determined by a Departmental Committee on Graduate Students, the degree will be recommended with specification of the field in which the student has thus specialized; otherwise, the degree will be recommended "Master of Science" without specification.

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

18. To be recommended for one of the Engineer degrees listed in Regulation 15, the student must have completed with high scholastic standing a program of at least 192 units of advanced study and research. This program shall include a thesis of not less than 20 nor more than 50 units, and shall have been approved by the department of the School of Engineering in which the student is enrolled.

19. The degrees, Doctor of Philosophy and Doctor of Science,

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 School Policy for at least two academic years, except in the case of applicants who satisfy the Committee that they have successfully accomplished at another institution advanced work of a grade equal to that required at the Institute, in which case the required period of residence may be reduced.

DISCIPLINE

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

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

It is the aim of the Faculty so to administer the discipline of the school as to maintain a high standard of integrity and a scrupulous regard for the truth. The attempt of any student to present as his own, the work of another, or any work which he has not honestly performed, or to pass any examination by improper means, is regarded by the Faculty as a most serious offense, and renders the offender liable to immediate expulsion. The aiding and abetting of a student in any dishonesty is likewise held to be a grave breach of discipline.

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

AMENDMENT

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

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