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Rules and Regulations of the Faculty

Revised
to April 2000

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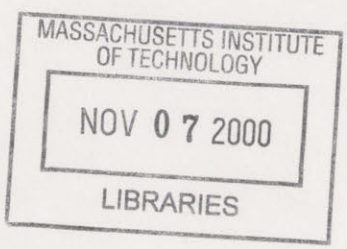

1.00 Rules of the Faculty

Revised
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1.10 Membership

1.11 The Faculty shall consist of the Chair of the Corporation; the President, the Vice Presidents, the Provost, the Chancellor, and the Associate Provosts of the Institute; all members of the instructing staff with rank of Professor, Associate Professor, or Assistant Professor; Associate Professor/Senior Coach, Associate Professor/Coach, and Assistant Professor/Coach; the Deans of the Schools of Architecture and Planning, Engineering, Humanities and Social Science, and Science, and the Sloan School of Management; the Vice President and Dean for Research; the Dean for Graduate Student; the Dean of Students and Undergraduate Education; the Dean for Student Life; the Dean of Admissions; the Director of Athletics; the Director of the Libraries; the Medical Director; the Registrar; the Director of Student Financial Services; and the Director of the MIT Professional Institute. In addition, the Faculty, on the recommendation of its officers, shall designate each year by vote certain administrative staff positions; the holders of these positions, not to exceed twenty-eight in number, shall be *ex officio* Members of the Faculty for that year.

1.20 Officers

1.21 The officers of the Faculty shall be a Chair, an Associate Chair, and a Secretary, and, *ex officio*, the President of the Institute. (The President of the Institute is, *ex officio*, President of the Faculty.)

1.22 In the absence of the President, the Chair of the Faculty shall preside at the Faculty meetings.

1.23 It shall be the duty of the Secretary:

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

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

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

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

To give the Chair 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.

1.30 Meetings

1.31 The regular meetings shall be held on the third Wednesday of each month during the academic year except in January. The May meeting shall be known as the Annual Meeting. Upon agreement of the President and the officers of the Faculty that there is no pressing business for the Faculty, a meeting may be canceled. A minimum of five regular meetings shall be held in each academic year. Special meetings shall be held at such other times as the Faculty or the President shall appoint, or upon written request presented to the Secretary by any ten members.

1.32 Faculty members and Professors without Tenure (Retired) have speaking and voting privileges at MIT Faculty meetings. For regular meetings, except when in executive session, non-Faculty members of the MIT community shall be allowed to attend as listeners. Speaking but not voting privileges shall be extended to: the President and Vice President of the Undergraduate Association, the President and Vice President of the Graduate Student Council, and the student members of the Faculty Committees on

Faculty Policy, Undergraduate Program, and Graduate School Policy. For specific meetings, speaking privileges shall be extended to members of the committee or task force whose report is an agenda item. Speaking privileges may also be extended to members of the administrative staff or other individuals invited by the Chair of the Faculty or the Chair of the meeting.

1.40 Quorum

1.41 Thirty members shall constitute a quorum.

1.50 Elections

1.51 The following shall be elected at the Annual Meeting: each year, the new members in the elected membership of Standing Committees; every other year, a Chair-elect who shall serve one year followed by a two-year term as Chair of the Faculty, and in alternate years, the Associate Chair and the Secretary of the Faculty, who shall serve two-year terms concurrently with the Chair of the Faculty. Nominations alternative to those circulated by the Committee on Nominations may be made either at the April meeting of the Faculty or in writing to the Secretary of the Faculty by the Wednesday following the April Faculty meeting, provided in all cases that the consent of the nominee has been obtained. Nominations submitted in writing must bear the signatures of the nominator and the seconder. New appointments to Standing Committees shall be made within one week after the Annual Meeting. No member of the Faculty shall serve continuously as Chair of the Faculty for more than one term; other officers and committee members are eligible for reelection or reappointment. Except as otherwise specified, the Chair of the Faculty shall appoint the Chairs of each Standing Committee from among its elected membership annually within three weeks after the Annual Meeting and at other times if a vacancy occurs. All terms of office shall begin on June 15.

1.60 Faculty Council

1.61 The Faculty Council shall consist of the Chair of the Corporation, the President, Vice Presidents, Provost, Associate Provosts, Chair of the Faculty, Associate Chair of the Faculty, Deans of the Schools of Architecture and Planning, Engineering, Humanities and Social Science, and Science, and the Sloan School of Management, Dean of Students and Undergraduate Education, Dean for Graduate Students, Director of Libraries, Secretary of the Faculty, Heads of Departments and Professional Courses, and such other Administrative Officers as the President shall include.

Meetings of the Faculty Council shall be held at such times as the President shall appoint. It shall discuss questions of academic policy and other business of importance to the Council membership.

1.70 Committees

1.71 There shall be Standing Committees on the following: Faculty Policy, Graduate School Policy, Undergraduate Program, Curricula, Undergraduate Admissions and Financial Aid, Academic Performance, Student Affairs, Discipline, Library System, Corporate Relations, Outside Professional Activities, and Nominations. In addition, the Faculty Section of the Faculty-Administration Committee shall be a Standing Committee.

Each member of these Standing Committees elected from the Faculty at large shall serve a three-year term, approximately one-third of the elected membership being elected each year.

The undergraduate and graduate student members, if any, of each Standing Committee shall be appointed from an ordered list of nominees provided by the respective student governments. The term of student members of the Standing Committees shall be one year, and shall begin on June 15.

1.72 **The Faculty Policy Committee** shall consist of the Chair of the Faculty who shall be Chair of the Committee; the Associate Chair of the Faculty who shall be Deputy Chair of the Committee; the Chair-elect or the immediately preceding Associate Chair (in alternate years); six elected Faculty members; one undergraduate and one graduate student; and, *ex officiis* nonvoting, two members designated by the Provost, and one member designated by the President.

The Committee shall have the following duties and responsibilities:

a. Formulate policy on matters of concern to the Faculty, for approval by the Faculty; interpret and implement policy as approved by the Faculty.

b. Coordinate the work of the other Committees of the Faculty, establishing liaison with them, providing guidance and direction, and referring issues to particular Committees or establishing Ad Hoc Committees as appropriate.

c. Maintain a broad overview of the Institute's academic programs, coordinating and reviewing proposals from the Standing and Ad Hoc Committees for presentation to Faculty meeting.

d. Communicate with the Faculty as a whole on important matters of policy, reporting regularly at Faculty meetings.

e. Meet periodically with the President, Academic Deans, and others to enhance the interchange between the Faculty and the Administration on matters of concern to the Faculty.

f. Establish the manner in which the academic program is presented in official Institute publications, delegating to other Standing Committees such parts of the responsibility as deemed desirable.

g. Perform such other duties and responsibilities as may be delegated to it by the Faculty.

1.73 Each of the Standing Committees defined below shall, in addition to the specific duties listed, be responsible for (1) formulating and reviewing educational policies and other policies which relate to its work, (2) requesting any needed clarification of such policies from the Faculty Policy Committee, (3) recommending to the Faculty Policy Committee 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 Faculty Policy Committee or by the Chair of the Faculty.

1.73.1 **The Committee on Graduate School Programs** shall consist of the Dean for Graduate Students as Chair, the Associate Deans for Graduate Students, the Dean of Students and Undergraduate Education, the Dean of Admissions, the Associate Chair of the Faculty, and the Registrar, *ex officiis*; one Faculty member elected from each of the departments authorized to recommend candidates for advanced degrees; one Faculty member elected from the Whitaker College; and any additional elected members nominated by the President upon the recommendation of the Dean for Graduate Students to represent interdepartmental fields of study. Each member of this Committee representing a department or the Whitaker College shall be a member of the Committee on Graduate Students of the departmental or College faculty. Each elected member shall serve for one year and shall be eligible for reelection. Two students who are candidates for graduate degrees shall also be members of the Committee.

The Committee shall exercise general overview of graduate programs and of students working for advanced degrees.

Among the duties and responsibilities of the Committee shall be:

a. Providing guidance with respect to graduate admissions policies and procedures; the granting of graduate scholarship and fellowship awards; and the conditions of appointment to the graduate student staff.

b. Evaluating proposals for the adoption of new graduate degree programs and making recommendations to the Faculty concerning these programs.

c. Evaluating proposals for the termination of existing programs with the aim of ensuring that (1) students currently enrolled in the program are able to complete their degree requirements; and that (2) departments whose curricula are affected have been given reasonable notice of termination; and reporting to the Faculty on the steps that are being taken in the process of the termination.

d. Cooperating with the Committee on Academic Performance in making recommendations to the Faculty on such matters as calendar changes, examinations, and grading.

e. The Committee shall act with power on proposals for changes in graduate level subjects of instruction and shall report all approved changes to the Faculty.

f. The Committee shall act with power upon requests from graduate students for approval of minor

departures from general requirements for advanced degrees.

g. The Committee shall act with power in evaluating the academic performance of graduate students, including the issuance of formal warnings and denials of further registration in the Graduate School.

h. At the conclusion of the two regular terms and of the summer session, the Committee shall make recommendations to the Faculty for the awarding of advanced degrees.

1.73.2 **The Committee on the Undergraduate Program** shall consist of seven elected faculty members, the Associate Chair of the Faculty, four undergraduate student members, and *ex officiis*, the Chancellor (or designate), the Dean of Students and Undergraduate Education, and one member designated by the Dean of Students and Undergraduate Education. The Chair of the Faculty shall appoint the Chair of the Committee from the group consisting of the seven elected members and the Associate Chair of the Faculty.

Among the duties and responsibilities of the Committee shall be:

a. Considering proposals that would change or modify undergraduate educational policies, and making suitable recommendations to the Faculty.

b. Exercising oversight responsibility for undergraduate education, including the freshman year, the General Institute Requirements, and other interdepartmental programs, giving attention to both short-term and long-term trends and directions.

c. Encouraging experimental innovation in undergraduate education, including the approval and supervision of limited educational experiments and granting of exceptions to allow any experiment to depart from specific Faculty Regulations and MIT administrative procedures. Descriptions of experiments and reports on their progress and outcome shall be circulated to the Faculty. Experiments that show enduring value should be incorporated in the usual ways into the Faculty Regulations and administrative practices.

d. Interacting with other Faculty Committees and with the Schools, departments, and programs on important issues in undergraduate education and communicating with the MIT community as a whole about such issues.

1.73.3 **The Committee on Curricula** shall consist of six elected Faculty members, four undergraduate student members, and the following *ex officio*, nonvoting members: the Dean of Students and Undergraduate Education, the Registrar, and one member designated by the Dean of Students and Undergraduate Education, and the Chair of the Committee on the Undergraduate Program.

a. The Committee shall interpret and implement undergraduate educational policy as approved by the Faculty.

b. The Committee shall act with power on proposals for subjects which may be used to satisfy the Restricted Electives in Science and Technology Requirement and Laboratory Requirement within the General Institute Requirements and shall report such actions to the Faculty. Only subjects with prerequisites such that the subjects can be taken by freshmen or sophomores are eligible for this purpose; except that the Committee is authorized to specify other subjects which may be used to satisfy the Laboratory Requirement. Approved Laboratory subjects shall emphasize as much as possible work of project type or laboratory technique which follows approaches used by professionals in the field.

c. The Committee shall act with power for the Faculty on requests from individual students for exceptions to the General Institute Requirements.

d. The Committee shall act with power on proposals for changes in undergraduate subjects of instruction and shall report all approved changes to the Faculty.

e. The Committee shall act with power on proposals for new curricula, changes in existing curricula, and discontinuation of existing curricula, when such proposals do not involve substantial changes in policies relating to undergraduate educational matters. All approvals shall be reported to the Faculty. Each department shall indicate whether the proposed curriculum shall lead to the degree Bachelor of Science in a specified field or to the degree Bachelor of Science without designation of field. In the latter case the graduate's record and transcript shall indicate the department recommending the degree. Upon request of a department, the Committee may approve in the case of an individual student a program leading to the

degree Bachelor of Science without designation of field.

f. In considering proposals to terminate existing curricula, the Committee shall determine that adequate provisions are made to: (1) enable students currently enrolled in the curriculum to complete their academic requirements; (2) give reasonable notice to all departments whose curricula may be affected by the termination; and (3) advise other relevant Faculty committees of changes affecting Institute Requirements.

g. The Committee shall serve as the standing Faculty advisory body to the Registrar.

1.73.4 **The Committee on Undergraduate Admissions and Financial Aid** shall consist of six elected Faculty members, three undergraduate students, one graduate student, and, *ex officiis*, the Dean of Students and Undergraduate Education, the Dean of Admissions, the Director of Student Financial Services, and one member designated by the Dean of Students and Undergraduate Education.

a. The Committee shall be responsible for formulating and reviewing policies on admission of all undergraduate students, including college transfers, except in cases of students applying for readmission, and on financial aid to students, including undergraduate scholarships, loans, and student employment.

b. The Committee shall also exercise prior review of MIT publications and formal releases directed toward the prospective undergraduate student.

1.73.5 **The Committee on Academic Performance** shall consist of six elected members of the Faculty, three undergraduate students, and the following *ex officio* nonvoting members: the Dean of Students and Undergraduate Education, the Registrar, the Medical Director, the Director of Student Financial Services, the Head of Counseling and Support Services, and one member designated by the Dean of Students and Undergraduate Education.

a. The Committee shall be concerned with the academic performance of undergraduates. It shall make recommendations to the Faculty on such matters as minimum scholastic standards, calendar changes, examinations, and grading, in consultation with the Committee on Graduate School Programs on those matters which also relate to graduate students.

b. The Committee shall act with power on petitions from individual undergraduate students relating to exceptions to established academic standards, and on applications for readmission at the undergraduate level.

c. At the conclusion of each regular examination period, the Committee shall hold meetings with representatives of the Office of the Dean of Students and Undergraduate Education and of the second-year, third-year, and fourth-year Faculty Advisors, in order to review the academic records of undergraduate students and to take appropriate action in the name of the Faculty.

d. The Committee shall present to the Faculty its recommendations on candidates to be awarded Bachelor's degrees, and also a summary of its other actions.

1.73.6 **The Committee on Student Affairs** shall consist of six elected members of the Faculty, three undergraduate and two graduate students, and *ex officio* nonvoting, the Dean for Student Life. The three undergraduate students shall normally include one sophomore, one junior, and one senior.

Because successful education depends on social and affective, as well as cognitive, aspects of the student's experience, the Committee shall be concerned with student life and the quality of the learning and living environment at MIT.

a. The Committee shall be concerned with the range, availability, and effectiveness of Institute-wide support services to students, and with the formal and informal relationship between the Institute and the student.

b. It is expected that the Committee will meet regularly with representatives of support services to students; it is anticipated that the Committee will undertake study and research of specific issues and may require special resources to do so.

c. The Committee shall serve as the standing Faculty advisory body to the Dean for Student Life.

1.73.7 **The Committee on Discipline** shall consist of the Dean of Students and Undergraduate Education, *ex*

officio, six elected members of the Faculty, and three undergraduate and two graduate students. Past members who have completed their terms may, for a period of three years thereafter, be called to fill out a quorum for a particular hearing, only one such member to serve in a given hearing.

a. The Committee shall consider such cases of alleged misconduct by students as shall be brought to its attention by the Dean of Students and Undergraduate Education or by any member of the MIT community. An accused student shall be given an opportunity to appear in person at a meeting of the Committee.

b. 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.

1.73.8 **The Committee on the Library System** shall consist of six elected Faculty members, two graduate student members, two undergraduates, and the following *ex officio* members: the Provost (or representative), the Vice President for Information Systems (or representative), and the Director of Libraries and two members of the Library Staff designated by the Director.

a. The Committee on the Library System, with the advice of the Director of Libraries, shall formulate policy for the administration of the Libraries consistent with the objectives of the Institute.

b. The Committee shall serve as liaison between the Libraries and their users.

c. The Committee shall review budget allocations as prepared annually by the Director of Libraries.

1.73.9 **The Committee on Corporate Relations** shall consist of six elected Faculty members and the Director of Corporate Relations, *ex officio*.

The Committee shall be concerned with the relationship of the activities of the Office of Corporate Relations and other similar efforts at MIT to the activities of the members of the Faculty.

1.73.10 **The Committee on Outside Professional Activities** shall consist of six elected Faculty members.

a. The Committee shall keep itself informed of and shall report periodically to the Faculty new problems of potential conflicts of interest and recommend appropriate modifications of policies and procedures to the Faculty.

b. The Committee shall also consider any case of Faculty involvement in outside activities, present or proposed, which in its judgment raises questions of conflict of interest. The Faculty member concerned may request such consideration, but the Committee shall also investigate on its own initiative or upon request from other responsible sources. It shall discuss the issues privately with the individual concerned, with the objective of arriving at a satisfactory resolution of the problem. In the event that such discussion fails to resolve a situation, either the Committee or the individual concerned shall refer the matter to the Faculty for final disposition.

Unless otherwise requested by the individual, or unless referred to the Faculty, all matters discussed by the Committee shall be held in strict confidence.

1.73.11 **The Faculty Section of the Committee on Faculty-Administration** shall consist of six elected Faculty members. The Committee on Nominations shall be guided by the principle that it is desirable that at least three members have tenure appointments and that at least two be non-tenured. The Faculty Section shall join with the Administration Section to form the Committee on Faculty-Administration.

a. This Committee shall consider issues involving relationships between Administration and Faculty or other academic staff with teaching responsibilities.

b. The Committee shall develop ad hoc arrangements to ensure that academic staff not of Faculty rank are adequately represented in discussion and debate of issues with special impact upon their interests.

1.73.12 **The Committee on Nominations** shall consist of seven Faculty members appointed by the President, each member to serve for a three-year term. At least two new members shall be appointed each year. The President shall designate the Chair from among the membership.

a. The Committee shall nominate the following in the appropriate years: a Chair-elect, an Associate Chair,

and a Secretary of the Faculty; and shall also nominate candidates for the elected membership of the Standing Committees.

b. The Committee shall circulate the list of nominees to all members of the Faculty not later than the April meeting of the Faculty.

c. The Committee shall have power to fill any vacancies that may occur during the year in the offices of Chair, Chair-elect, Associate Chair, and Secretary, and in the elected membership of the Standing Committees.

1.80 Suspension of Rules

1.81 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.

1.90 Amendment of Rules

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

2.00 Regulations of the Faculty

Revised
to April 2000

2.10 Calendar

2.11 Fall term shall begin on the Wednesday after Labor Day, followed by: fourteen calendar weeks for classes ending on Wednesday plus a four-day reading period (thirteen calendar weeks ending on Thursday plus a three-day reading period when Labor Day is September 6th or 7th); a five-day period reserved for final examinations (a four-day period plus one examination period on Friday afternoon during Reading Period in the year Labor Day is September 5th); a two-week winter vacation; and a four-week period set aside for academic and independent activities (ending on Friday). Spring term classes shall begin on the following Tuesday (the first Tuesday in February), followed by: fourteen calendar weeks for classes (ending on Thursday), interposed with a one-week spring vacation after the seventh week of classes; a three-day reading period; and a five-day period reserved for final examinations. The last classes in all subjects shall be held no later than the day preceding the reading period in each term. The day preceding the first day of classes of each term shall be set aside for registration activities. Commencement shall be held on the second Friday following the spring term examination period.

Classes shall be suspended during the following additional vacation periods: Fall—a Monday in September on or after the 15th (except when Labor Day is September 6th or 7th) to be determined annually by the Registrar in consultation with the Faculty Policy Committee; Columbus Day (with the Tuesday after this holiday following the Monday schedule of classes when Labor Day is September 7th); the day following Columbus Day (except when Labor Day is September 1st, 6th, or 7th); Veterans Day; the day preceding Veterans Day when Labor Day is September 1st; Thanksgiving Day and the day following. January—Martin Luther King, Jr. Day. Spring—Presidents Day (with the Tuesday after this holiday following the Monday schedule of classes); Patriots Day and the day following.

2.12 Exercises shall, in general, be held between 9 A.M. and 5 P.M. Monday through Friday. Exercises shall begin five minutes after and end five minutes before the scheduled hour or half-hour.

For undergraduate subjects, during the instructional period of the fall and spring terms, there shall be no required academic exercises between 5 P.M. and 7 P.M. Monday through Thursday and between 5 P.M. Friday and 8 A.M. Monday. Requests for exceptions shall be referred to the Chair of the Faculty, who will direct them to the appropriate committee. Exceptions shall be granted for no more than five years.

2.20 Requirements for Admission

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

2.22 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 entrance subjects required, and allowed to take those subjects for which they shall satisfy the Dean of Admissions, by examination or otherwise, that they have the necessary preparation.

2.23 On approval of the Dean of Admissions, undergraduate 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. Special student status shall be granted for one term only; students must seek readmission as Special Students for any succeeding terms.

2.24 An applicant for one of the graduate degrees, Master, Engineer, or Doctor, enumerated in Regulation 2.81, must, except in cases of unusual attainments, have taken a first degree (or provide evidence of equivalent credentials) from a school, college, or university of good standing. With an application for admission to the Graduate School the student must provide a statement of his or her previous work and present attainments, and the program of advanced work which the student intends to do at the Institute. The

applicant's credentials and proposed course of study shall be passed upon by the Committee on Graduate Students of the appropriate department or program. The Dean of Admissions will provide to the applicant the official notification of this action.

In a similar manner, applications for special student status at the graduate level will be submitted through the Dean of Admissions for review by the appropriate faculty. The applicant must apply for admission prior to each term in which the applicant proposes to register as a Special Student.

2.30 Advanced Standing Examinations

2.31 An examination for advanced standing may be taken by an undergraduate student during the scheduled examination periods, provided that the student has never been registered for or attended class in the subject concerned. A request to take such an exam must be filed with the Registrar at least three weeks before the first day of the examination period. An advanced standing examination shall be given only upon the approval of the Faculty member in charge of the subject, who may require evidence of competence in addition to the examination if the subject normally involves measures of student performance qualitatively different from the examination. A passing grade entitles a student to full credit for the subject. A failing grade will appear on the permanent record except for first-year undergraduate students for whom a failing grade will appear only on the internal record.

2.40 Registration

2.41 Prior to the opening of each regular term, every student shall register for the desired subjects and, when necessary, the desired Course. Initial registration and all later modifications of registration in each term require the approval of the Freshman Advisor or Faculty Advisor or Registration Officer. Registration for any additional subjects after the first week also requires the approval of the Faculty member in charge of the subject, and, after the fifth week, requires certification that instruction begins at that time. Cancellation of registration may be made up to a date three weeks prior to the last day of classes without additional approvals, but after this date cancellation of registration requires the following additional approval: for an undergraduate student, the Committee on Academic Performance; for a graduate student, the Dean for Graduate Students. The cancellation of registration for any subject after the fifth week will be recorded on the internal record of the student with the notation DR and the date of cancellation.

Initial registration and all later modifications during the summer session require only the approval of the Freshman Advisor or Faculty Advisor or Registration Officer. Changes subsequent to the last day of classes in the summer session require the same additional approval as changes made during the last three weeks of regular terms.

2.50 Assignments and Examinations

2.51 These regulations apply to academic exercises during the fall and spring terms including the Reading Periods and final examination periods as defined in Section 2.11. Questions of interpretation and requests for exceptions to regulations shall be referred to the Chair of the Faculty, who will direct them to the appropriate committees. Exceptions to regulations shall be granted for no more than five years.

2.52 The regulations in this section apply to all subjects, undergraduate and graduate.

Final examinations shall be held during the final examination period following each term, and shall be scheduled through the Schedules Office. The final examination scheduled in any subject shall last at least one hour and not more than three hours. Final examinations may not be cancelled once they are announced, and after the final examination schedule is published by the Schedules Office, the time of the final examination may not be changed.

No assignment, term paper, or oral presentation in any subject shall fall due after the last scheduled class period of that subject.

The Dean of Students and Undergraduate Education in the case of an undergraduate student, or the Dean for Graduate Students in the case of a graduate student, may excuse a student from a scheduled final examination for reasons of illness or significant personal problems. (See the grade of OX, Section 2.62.3.) The Faculty member in charge of a subject may excuse a student from a final examination for such reasons as conflicts either between examinations or with religious holidays, if a mutually satisfactory agreement

can be reached between the student and the Faculty member, if the agreement is ratified in advance of the examination by the head of the department in which the subject is offered, and if the Faculty member is prepared to submit a grade based on other evidence.

2.53 The regulations in this section apply to undergraduate subjects only.

The faculty member must provide to students, by the end of the first week of classes, a clear and complete description of the required work, including the number and kinds of assignments, the approximate schedule of tests and due dates for major projects, whether or not there will be a final examination, and the grading criteria and procedures to be used. The precise schedule of tests and major assignments must be provided by the end of the third week.

The length of tests held outside scheduled class times shall not exceed two hours. Such tests must be scheduled through the Schedules Office. They may begin no earlier than 7:30 p.m. and may not be held on Monday evenings. A student who is unable to take the test owing to a conflict with a scheduled academic exercise or extracurricular activity shall be allowed to do so at another time.

When a test is held outside scheduled class time, a regularly scheduled class hour (lecture or recitation) shall be cancelled, or no assignment shall fall due that calendar week.

Ex camera final examinations may be held with the permission of the Chair of the Faculty. Permissions for ex camera final examinations shall be granted for no more than five years. The following restrictions apply: the ex camera examination shall be offered over the course of a single afternoon, starting at 1:30 p.m. and ending no later than at 7:30 p.m., and students shall be permitted unrestricted use of resources.

There shall be no tests after the Friday preceding the start of the Reading Period, to be called the Last Test Date. For each subject in which there is testing during the final examination period, no assignment may fall due after the Last Test Date. For each subject in which there is no testing during the final examination period, at most one assignment may fall due between the Last Test Date and the end of the last scheduled class period in the subject. Optional assignments during the last week shall be for self-study, and may not be used toward part of the grade in a subject, even for extra points or as substitutes for earlier assignments.

2.54 The regulations in this section apply to graduate subjects only.

The faculty member must provide, by the end of the third week, a clear and complete description of the required work, including the number and kinds of assignments, the schedule for tests and due dates for major projects, whether or not there will be a final examination, and the grading criteria and procedures to be used.

For each subject with a final examination, no test shall be given and no assignment, term paper, or oral presentation shall fall due after the Last Test Date. For each subject without a final examination, at most, either one in-class test may be given, or one assignment, term paper, or oral presentation may fall due, between the Last Test Date and the end of the last regularly scheduled class in the subject. An in-class test given during this period is limited to one normal class period (or to one and one-half hours, whichever is shorter).

2.60 Grades

2.61 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 Faculty member in charge of the subject. Once submitted, grades shall not be changed except to correct errors or to fulfill specific provisions under O, OX, and I grades. Instructors may also submit written comments on forms provided. These comments are addressed to the student and to the Faculty Advisor or Registration Officer. Comments are retained in the student's internal file.

2.62 The grades described below are not rigidly related to any numerical scores or distribution function.

2.62.1 The grades to be awarded to students who satisfactorily complete the work of a subject by the end of a term and the definitions of these grades are:

A Exceptionally good performance, demonstrating a superior understanding of the subject matter, a

foundation of extensive knowledge, and a skillful use of concepts and/or materials.

B Good performance, demonstrating capacity to use the appropriate concepts, a good understanding of the subject matter, and an ability to handle the problems and materials encountered in the subject.

C Adequate performance, demonstrating an adequate understanding of the subject matter, an ability to handle relatively simple problems, and adequate preparation for moving on to more advanced work in the field.

D Minimally acceptable performance, demonstrating at least partial familiarity with the subject matter and some capacity to deal with relatively simple problems, but also demonstrating deficiencies serious enough to make it inadvisable to proceed further in the field without additional work.

P When the use of the grade P is authorized, it reflects performance at any of the levels A, B, or C, with grading to be done on a P/D/F basis.

The grade of P is authorized for use under the following circumstances:

i. in any subject taken by a first-year undergraduate student.
ii. in any of the subjects designated by the Committee on Curricula, the Committee on the Undergraduate Program, the Committee on Graduate School Programs, or by vote of the Faculty as subjects to be graded on a P/D/F basis for all students registered in them.
iii. in special programs designated by the Committee on the Undergraduate Program or by vote of the Faculty.
iv. in a total of no more than two subjects elected during the third and subsequent years in an undergraduate program. These subjects cannot be used to fulfill General Institute or Departmental Requirements, and must be elected and the Registrar notified before the end of the fifth week of the term.

The factors which determine the award of grades in any particular subject will necessarily be affected by the scope and level of that subject. In relatively elementary subjects the mastery of particular skills will often be of primary importance, whereas in more advanced subjects more complex considerations may enter into the evaluation.

The Faculty wishes to make it clear that in determining a student's grade consideration will be given for elegance of presentation, creativity, imagination, and originality, where these may appropriately be called for.

The transcript of the student's record shall contain the names of the subjects taken, the grades received, and a description of the grades in use at the time the student was enrolled.

2.62.2 The following notations are to be used by the Registrar for satisfactory completion of work in the circumstances indicated:

S notation for credit awarded for work done elsewhere.

SA notation for satisfactorily completed doctoral thesis. Doctoral theses are not graded.

2.62.3 The grades and notations to be used for subjects not passed or not completed are:

F failed. This grade also signifies that the student must repeat the subject to receive credit.

O absent. This grade indicates that the student was progressing satisfactorily during the term but was absent from the final examination or absent during the last two weeks of the term, or both. An O grade carries no credit for the subject. Unsatisfactory performance because of absence throughout the term should be recorded as F.

OX absence satisfactorily explained to and excused by the Dean of Students and Undergraduate Education in the case of an undergraduate student or by the Dean for Graduate Students in the case of a graduate student. The Faculty member in charge of the subject will be notified when an O is changed to an OX. An OX carries no credit for the subject. However, the Faculty member in charge must provide the student the opportunity to receive a credit-carrying grade. This may be done with or without the instructor requiring a postponed final examination or other additional evaluation procedure.

DR a notation to be used only on the student's internal record for a subject dropped after the fifth week of the regular term.

I incomplete. The grade of I indicates that a minor part of the subject requirements has not been fulfilled and that a passing grade is to be expected when the work is completed. The work should normally be completed before Add Date of the succeeding term of the regular academic year; however, the Faculty member in charge, in negotiation with the student, has the right to set an earlier or later date for pedagogical reasons or extenuating circumstances. For undergraduates: The completion date is to be entered on the Instructor's Report Form which must accompany the grade of I. This completion date cannot be any later than the end of the succeeding term of the regular academic year unless completion of the work requires facilities or resources which will not be available to the student within that time period. In this latter case, a notation to this effect must be made by the instructor on the form reporting the I grade, along with an indication of the earliest date upon which the necessary facilities will be available to that student and the corresponding expected completion date. If the work is not completed by the agreed-upon deadline, the faculty member in charge must submit a final grade by the last day of the regular term during which the work was to have been completed. This grade is to be based on the work completed in the subject. No grade of I can be assigned to any student in the semester in which he or she graduates. All grades of Incomplete must be resolved prior to graduation.

J a notation assigned for work such as Thesis, UROP or At Plant registration (internship or industrial practice), which has progressed satisfactorily but has not been completed. Grade given upon completion of the work in a later term also covers this term.

U a notation for thesis work which has not been completed and in which progress has been unsatisfactory. Grade given upon completion of the work in a later term also covers this term. Unless a student's progress improves significantly, the student may expect that grade to be failing.

T temporary notation. It is used for subjects which cover the equivalent of one term's work, but are scheduled over parts of two normal grading periods. Prior approval must have been obtained from the Committee on Curricula for undergraduate subjects or the Committee on Graduate School Programs for graduate subjects. This notation is recorded only on the student's internal record. A permanent grade must be assigned when the subject is finished.

2.63 Special Provisions for First-Year Undergraduate Students:

2.63.1 For first-year undergraduate students: (a) the only passing grade permanently recorded by the Registrar shall be P; and (b) the non-passing grades of D, F, O, and OX shall be recorded by the Registrar for use within the Institute only, and shall not appear on official Institute transcripts.

2.63.2 At the beginning of the sixth week of each term, instructors of first-year students shall notify in writing those students performing at a non-passing level that they are at risk of not passing the subject. Each notification should request that the freshman meet with the instructor immediately and may include additional relevant information about the student's performance. A copy of each such notification should be provided to the Dean of Students and Undergraduate Education and to the student's Freshman Advisor. Instructors are expected to initiate with each student a discussion of the student's performance strengths and weaknesses.

At the end of the Fall and Spring terms (and at the end of Independent Activities Period), letter grades (if assigned) equivalent to the letter grades assigned to upper-class students shall be provided to freshmen through their freshman advisors. Freshman letter grades may not appear on students' official internal grade reports or external transcripts and are to be used in accordance with guidelines established by the Committee on the Undergraduate Program.

The department in which a subject is taught is responsible for ensuring that records of freshman performance are retained for a period of five years. This information may be released only when a student requests a copy of his or her record in the subject and presents satisfactory identification.

2.63.3 First-year undergraduates may register for and receive at most 54 credit units in the fall term and 57 credit units in the spring term (excluding ROTC credit units).

2.70 Theses

2.71 Specifications relating to the format of theses and information concerning copyright of theses shall be published annually by the Director of Libraries as prescribed by the Committee on Graduate School Programs for graduate theses and by the Committee on the Undergraduate Program for undergraduate theses.

2.72 Two copies of each thesis shall be delivered to the office of the headquarters of the department or Course in which the candidate is registered as follows: for Bachelor's, Master's, and Engineer's degree candidates not later than one week before the end of term, and for Doctor's degree candidates not later than two weeks before the end of term. For these purposes, the end of term of the first term is considered to be the last day of classes of the Independent Activities Period following the first term, the end of term of the second term is the last day of classes of that term, and the end of term for the summer session is the last day of classes of the regular summer session. Additional copies of the thesis shall be delivered as required by the department.

All theses submitted shall be of satisfactory physical quality for deposit in the Archives. The several departments and Courses shall transmit two copies of each graduate thesis to the Institute Archivist not later than one month after the end of the term in which the thesis was accepted. Undergraduate theses which, in the judgment of the department or Course, represent a significant contribution shall be transmitted to the Institute Archivist in the same manner.

2.73 All theses submitted shall become the permanent physical property of the Institute.

The Institute will retain ownership of the copyrights to theses only (i) if the thesis research is performed in whole or in part by the student with financial support in the form of wages, salary, stipend, or grant from funds administered by the Institute and/or (ii) if the thesis research is performed in whole or in part utilizing equipment or facilities provided to the Institute under conditions that impose copyright restrictions. In all other cases, ownership of the copyrights shall reside with the student.

Guidance on current copyright procedures shall be included in the theses specifications published each year. Students may request a waiver of the Institute's copyrights by written application to the Institute's Technology Licensing Office.

Where copyright ownership is retained by the student, the student must, as a condition of a degree award, grant royalty-free permission to the Institute to reproduce and publicly distribute copies of the thesis. Where copyright is retained by the Institute, any further publication in whole or in part by the author shall be made only by authorization of the Technology Licensing Office in consultation with the head of the department or Course in which the author was registered when the thesis was accepted.

Required Legend for Thesis Title Page, or page immediately following, for those theses on which students hold copyright: The Author hereby grants to MIT permission to reproduce and to distribute publicly copies of this thesis document in whole or in part.

2.80 Degrees

2.81 The degrees for which candidates may be recommended to the Corporation shall be Bachelor of Science (S.B.), Master of Science (S.M.), Master of Engineering (M.Eng.), Master of Architecture (M.Arch.), Master in City Planning (M.C.P.), Master of Business Administration (M.B.A.), Engineer in Aeronautics and Astronautics (E.A.A.), Chemical Engineer (Chem.E.), Civil Engineer (C.E.), Engineer in Computer Science (E.C.S.), Electrical Engineer (E.E.), Environmental Engineer (Env.E.), Materials Engineer (Mat.E.), Mechanical Engineer (Mech.E.), Metallurgical Engineer (Met.E.), Naval Engineer (Nav.E.), Nuclear Engineer (Nucl.E.), Ocean Engineer (Ocean E.), Doctor of Philosophy (Ph.D.), and Doctor of Science (Sc.D.).

The graduate degrees of Engineer, Master of Science, and Doctor may be awarded jointly with the Woods Hole Oceanographic Institution.

2.82 The Officers of the Faculty are authorized to receive the recommendations of the Committee on Academic Performance and the Committee on Graduate School Programs for the awarding of degrees and to forward the recommendations to the Corporation on behalf of the Faculty. The Officers are expected to bring unusual or disputed recommendations to the Faculty for resolution. The number of degrees awarded at each level shall be reported to the Faculty at the next regular meeting. The Provost, the Chair

of the Faculty, and either the Chair of the Committee on Academic Performance (in the case of S.B. degrees) or the Dean for Graduate Students (in the case of graduate degrees) together may add names to the Commencement degree list that had been recommended by the Faculty to the Corporation, for the purpose of accommodating late recognition of degree requirements that had been completed by the established deadlines.

2.83 One unit of credit toward degree requirements represents approximately one hour per week of lecture, exercise, or preparation for one term. Unit designations of courses normally shall be multiples of three units. No instructor shall require more outside work than can be satisfactorily performed under ordinary working conditions in the preparation time assigned to the course 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 or her courses by students whose work is of passing grade.

The term "subject" used in the remainder of Section 2.80 is construed to be a major commitment of a student's intellectual effort, explicitly in the 9- to 15-unit range, and usually 12 units.

2.84 To be recommended for the degree of Bachelor of Science, a student must have attended the Institute at least three regular academic terms, which ordinarily must include the term of graduation. He or she must have completed satisfactorily a program of study approved in accordance with the Rules and Regulations of the Faculty, including the following:

a. The General Institute Requirements, intended to offer a broad education in humanistic and scientific disciplines:

1) Six core science subjects, one subject from each of the following groups: 3.091 or 5.11; 7.011, 7.012, 7.013, or 7.014; 8.01, 8.01x, 8.01L, or 8.012; 8.02, 8.02x, or 8.022; 18.01, 18.01A, 18.012, 18.013 or 18.014; and 18.02, 18.02A, 18.023 or 18.024. The available choices shall be equivalent as prerequisites for Departmental programs.

2) Two Restricted Electives in Science and Technology, at least one of which is not in a student's own department.

3) One Laboratory subject of 12 units, or two Laboratory courses of at least six units each, so that the Laboratory work will call for a major commitment of the student's attention; it is suggested that students satisfy at least a portion of the Laboratory Requirements during the first two years.

4) The Humanities, Arts, and Social Sciences Requirement, consisting of eight subjects, with distribution and concentration components as voted by the Faculty.

5) The Writing Requirement.

6) The Physical Education Requirement.

b. A total of at least 180 but not more than 198 units (excluding ROTC units) as follows:

1) At least 96 units in courses offered by MIT.

2) Unrestricted electives totaling at least 48 units.

3) A Departmental program normally including up to 132 units and the equivalent of 11 subjects; but the Committee on Curricula may approve Departmental programs including up to the equivalent of 12 and one-half subjects and 150 units. In addition, Departmental programs may specify or expect up to three subjects that are also used by students to satisfy the General Institute Requirements, with the understanding that the department would allow specified substitutions of closely related subjects in other departments where possible.

Departmental requirements shall permit the student to schedule his or her program each year within a normal load of the equivalent of eight or eight and one-half subjects and shall guarantee at least 12 units of unrestricted elective time in the freshman year. It is normally expected that most of the core science subjects can be completed during the first year and that the Restricted Electives in Science and Technology and half of the Humanities, Arts, and Social Sciences Requirement can be completed during the first two years.

All approved Course curricula for the degree of Bachelor of Science shall make it possible for students to complete all degree requirements in the equivalent of 32 to 34 subjects.

Within the limitations of the degree requirements specified above, the Faculty delegates to each department the authority to approve departures by individual students from approved Course curricula which are comparable to the established curricula in breadth, depth, and integrated approach to a well-defined educational objective. Departmental authority to approve departures which involve substitutions not in kind for more than one subject shall rest with a single member of the Faculty or with an appropriate department Faculty committee, rather than individual Faculty advisors, and a summary of all such departures shall be reported to the Committee on Curricula each term. The individual departments shall exert strong efforts to make it possible for students who have taken only one or two of the appropriate departmentally prescribed subjects during their first two years to complete their degree requirements in a normal four-year period.

2.85 To be recommended for the graduate degree of Master of Science, Master of Engineering, Master of Architecture, Master in City Planning, or Master of Business Administration, a student must not only have a clear record in an approved program of graduate study and research, but his or her scholastic standing as shown by the cumulative record must be of distinctly high grade.

2.85.1 For the degree of Master of Science, the student must have completed satisfactorily a program of study of at least 66 units, of which 42 units shall be H-level subjects, and a thesis, both acceptable to the department in which he or she is enrolled. If 34 units of H-level subjects and the thesis are in a single field, 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 without specification. The candidate must also have been in residence for a minimum of one regular academic term.

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 School of Chemical Engineering Practice.

2.85.2 For the degree of Master of Engineering with specification of the field in which the student has specialized, the student must have completed satisfactorily at least 66 units of subjects (including at least 42 H-level units) and a thesis which collectively constitute a structured program of at least 90 units acceptable to the department of the School of Engineering in which the student is enrolled. The candidate must also have been in residence for a minimum of one regular term.

2.85.3 For the degree of Master of Architecture, the student must have completed satisfactorily a program of study of at least 164 units, of which 96 units shall be H-level subjects, and a thesis, both acceptable to the Department of Architecture. The candidate must also have been in residence for a minimum of four regular academic terms.

2.85.4 For the degree of Master in City Planning, the student must have completed satisfactorily a minimum of 120 units, of which no less than 42 units shall be H-level subjects. The student must also have completed a thesis acceptable to the Department of Urban Studies and Planning and have been in residence for a minimum of two regular academic terms.

2.85.5 For the degree of Master of Business Administration, the student must have completed satisfactorily a program of study of at least 204 units, of which 144 shall be H-level subjects, acceptable to the Sloan School of Management. The candidate must also have been in residence for a minimum of three regular academic terms.

2.86 To be recommended for one of the Engineer degrees listed in Regulation 2.81, a student must have completed with high scholastic standing a program of at least 162 units of advanced study and a thesis, both acceptable to the department of the School of Engineering in which the student is enrolled. The candidate must also have been in residence for a minimum of two regular academic terms.

2.87 The degree of Doctor of Philosophy and Doctor of Science are recommended, interchangeably, by departments in the Schools of Engineering and Science (except Biology) and in the fields of Medical Engineering and Medical Physics. The degree of Doctor of Philosophy is recommended by the Department of Biology in the School of Science, by the departments in the School of Architecture and Planning, by departments in the School of Humanities and Social Science (except Humanities), by the Sloan School of Management, and by the Whitaker College of Health Sciences and Technology. To be recommended for the doctorate, the student must have completed satisfactorily an approved program of

advanced study in the field concerned and submitted a dissertation of high quality based upon original research relevant to the field.

The course of advanced study and research leading to the doctorate must be pursued under the direction of the Committee on Graduate School Programs for at least four academic terms, 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. However, in no instance may the residence requirement be reduced to less than two regular academic terms and one summer session.

2.90 Discipline

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

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 or her own the work of another or any work which he or she 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.

2.100 Amendment of Regulations

2.101 Any regulation may be amended at any regular or special Faculty 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 in the call for the meeting.