

T171
.M4199

Archives



MASSACHUSETTS
INSTITUTE OF TECHNOLOGY

RULES OF
THE FACULTY

SEPTEMBER, 1917

Σ 2
1
-

T-M
R

MASSACHUSETTS INSTITUTE OF TECHNOLOGY

RULES OF THE FACULTY

Revised to June 15, 1917

OFFICERS, MEETINGS, ELECTIONS

1. The officers of the Faculty shall be the President of the Institute, who is *ex officio* President of the Faculty, a Chairman, a Secretary, a Dean, a Registrar, and a Recorder; the Chairman, the Secretary, and the Dean shall be elected from the Faculty annually by ballot, but no member of the Faculty shall serve continuously as Chairman for more than two years. The Registrar and the Recorder are to be appointed in such manner as the Corporation may determine.

2. Special and Standing Committees may be appointed by the Faculty, and may act with power, if so authorized by the Faculty.

3. There shall be appointed each year, at the stated May meeting of the Faculty, by the President, or in his absence by the Chairman, a Nominating Committee consisting of five members, whose duty it shall be to nominate a Chairman, a Secretary, a Dean, and the Standing Committees of the Faculty and to circulate the list of nominees to all members of the Faculty not later than the following April meeting. Two new members shall be appointed to the

Committee each year, and no member shall serve for more than three consecutive years. This Committee shall also make nominations to fill any vacancies that may occur in the Standing Committees during the school year.

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

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

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

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

To cooperate with the President in the general conduct of Faculty business and to have oversight of the work of the Registrar and the Recorder, as prescribed in Rules 9 and 10.

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

To place on file important communications and correspondence, as well as all petitions and reports of committees.

To submit all petitions, before Faculty action, to the proper instructors or committees. To give to the chairman of every committee appointed by the Faculty notice of the constitution and purpose of such committee.

To prepare, in consultation with the head of each department, a list of fourth-year students who are probable candidates for graduation; to examine personally each candidate's entire record; and to report any deficiencies to the respective departments before January of each year. To make a similar report after the semi-annual examinations.

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

The Secretary shall be Chairman of the Committees on Entrance Examinations and on Petitions. He shall be a member of the Committees on Faculty Business, on Faculty Rules, on the Recommendation of Graduates for Appointment, on Second-Year Students, and on Third-Year Students.

8. It shall be the duty of the Dean:

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

To have a general oversight of first-year work in consultation with heads of departments.

To act as a general consulting officer for all students.

The Dean shall be Chairman of the Committee on First-Year Students; he shall be a member of the Committees on Conduct of Examinations, on Faculty Business, on Petitions, on Physical Training, on Undergraduate Scholarships, on Provisional Students, and on Recommendation of Graduates for Appointment. He shall also appoint Advisers from the officers of instruction to act under his direction.

9. It shall be the duty of the Registrar, under the general direction of the Secretary:

To pass upon the attendance cards of students, in consultation with members of the Faculty; to furnish to

every instructor, as early as possible in each term, and thereafter on the first of every month (if so requested), a list of students entitled to admission to his classes; to inform students reported to be neglecting their work that, in the absence of satisfactory explanation, they may be required to drop the subjects in question, and to report such cases to the Dean when necessary.

To make to the parent or guardian of every minor student a report of absence whenever, in his judgment, irregularity of attendance is excessive, or when requested by the instructor in any subject.

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

To coöperate with the Committees on the Conduct of Examinations, on the Tabular View and Room Scheme, and on Undergraduate Scholarships in carrying out the provisions of Rules 13, 32, and 34.

To obtain twice during the first term and once in the second term of the first year, and once in each term of the second year, the individual opinion of each teacher of the first and second-year classes as to the progress of each student in his class, and to transmit such information to the parent or guardian of every student not of age.

To present to the Standing Committee on Provisional Students as soon as practicable after the first intermediate examinations of each term, and thereafter whenever necessary, the cases of all students admitted to any work "provisionally" or placed "on probation."

To present to the Faculty after each semi-annual and annual examination the records of all students having two marks of D or F, or one of FF, and also of all fourth-year students who are candidates for graduation, and of any others who may be designated by a member of the Faculty. To send to the head of each department, in advance of the Faculty meeting appointed for the consid-

eration of records, the records of students in his department as follows: at the end of the first term, the records of all fourth-year students who are expected to be candidates for graduation, and of all second and third-year students who have marks of F or D; at the end of the year, the records of all third and fourth-year students and of all second-year students who have marks of F or D. To send, as soon as practicable after the end of each term, to each member of the instructing staff having charge of a subject taken by fifteen or more students, a chart showing the percentage distribution of the records C, P, L, F, and FF for such subject and, for comparison, a chart showing the percentage distribution for records in all subjects in that year. To send duplicate copies of charts to the head of each department for all subjects in his department.

To communicate to the student, or to his parent or guardian, if the student be not of age, the reports of his standing for each term, except for a candidate for graduation in his final half-year, and for any other fourth-year student nearly eligible for graduation. Reports of students who are of age shall be sent to their parents or former guardians on application. Reports of all students advised or required to withdraw, or placed on probation, shall be sent to their parents or guardians.

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

To keep on file a list of text-books in use in the different departments, and also copies of all formal examinations, and of present and former schemes of the several courses.

To keep a Subject Schedule showing how, when, to whom, and by whom every study or exercise is given, and the preparation required.

10. It shall be the duty of the Recorder :

To assist the Secretary in the care of Faculty business, and under his general direction to keep a detailed record of each student, based on his attendance cards and the reports of his instructors, showing, in such form that his exact status may be readily found, his full name, age, parentage, manner of admission, and standing throughout his course, together with such Faculty votes as he may have received. These records shall be open to inspection by members of the Instructing Staff and the Registrar only.

COMMITTEES

11. The Standing Committees shall be the following, viz. : a Committee on Advanced Degrees and Fellowships ; a Committee on the Conduct of Examinations ; a Committee on Courses of Instruction ; a Committee on Entrance Examinations ; a Committee on Faculty Business ; a Committee on Faculty Rules ; a Committee on First-Year Students ; a Committee on Five-Year Courses ; a Committee on Foreign Students ; a Committee on Graduation Exercises ; a Committee on Military Exercises ; a Nominating Committee ; a Committee on Optional Summer Courses ; a Committee on Periodicals and Libraries ; a Committee on Petitions ; a Committee on Physical Training ; a Committee on Provisional Students ; a Committee on Publications ; a Committee on Recommendation of Graduates for Appointment ; a Committee on Second-Year Students ; a Committee on Summer Reading ; a Committee on the Tabular View and Room Scheme ; a Committee on Third-Year Students ; a Committee on Undergraduate Scholarships. These committees, except those on First-Year, Second-Year, and Third-Year Students, and the Nominating Committee, shall be elected annually by ballot, and each shall present a report once in each year.

It shall be the duty of the chairman of a committee to give notice of meetings thereof to members of the committee, and to report the action of such committee to the Faculty in writing.

12. The Committee on Advanced Degrees and Fellowships shall have general charge of all matters relating to graduate courses of study, and to graduate scholarships and fellowships. It shall make recommendations to the Faculty in regard to the acceptance of candidates for the degrees of Master of Science, Doctor of Engineering, and Doctor of Philosophy, the approval of their courses of study, and, when these have been completed, their qualifications for the degree. It shall have the power to appoint special committees which shall exercise supervision over individual courses of study and which shall report to the committee or the Faculty the manner in which these have been carried out.

13. The Committee on the Conduct of Examinations shall submit to the Faculty, at least four weeks before the end of each term, a scheme of hours and rooms for the formal examinations, and shall cause such scheme, when approved, to be printed for the information of officers and students. It shall make all necessary arrangements in regard to the conduct of these examinations, see that they are properly carried on, and report to the Faculty all delinquencies of those in charge. It shall report to the Faculty upon the examinations to be held as provided in Rule 37.

14. The Committee on Courses of Instruction shall make recommendations to the Faculty on all proposed changes in undergraduate course schemes. Such changes shall be referred to the committee for consideration after presentation to the Faculty.

15. The Committee on Entrance Examinations shall endeavor to promote closer relations between the Institute

and secondary schools. It shall consider questions relating to requirements for admission, shall have charge of the preparation of examination papers and of the conduct of entrance examinations, and shall act with power on the records of such examinations.

16. The Committee on Faculty Business shall consist of the President of the Institute, the Chairman and Secretary of the Faculty, the Dean, and four other members of the Faculty. Of the elected members, two shall be chosen each year for a term of two years; and no such member shall be eligible for immediate reëlection. It shall be the duty of this committee to bring before the Faculty questions of general policy, reports of work at other institutions, and other matters for general discussion; also to arrange for the presentation of annual reports by the other standing committees of the Faculty. The committee shall arrange for occasional meetings of the entire instructing staff, or of any appropriate portion of it, for the presentation and discussion of questions affecting the interests of the Institute.

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

18. The Committee on First-Year Students shall consist of the Dean and of all members of the Instructing Staff giving instruction in first-year subjects. It shall make recommendations to the Faculty, as soon as practicable after the intermediate reports of each term, in regard to students requiring special attention, except as such students are provided for under Rule 19. It shall also consider all semi-annual and annual marks of first-year students, and shall make suitable recommendations to the Faculty when such marks are presented to the latter.

19. The Committee on Five-Year Courses shall confer with students proposing to take the same, and shall arrange, in consultation with the heads of the respective departments, appropriate course schemes. It shall consider the attendance cards of five-year students, supervise their work, and present to the Faculty any cases requiring action.

20. The Committee on Foreign Students shall have charge of such foreign students as may be referred to it for conference or special supervision.

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

22. The Committee on Military Exercises shall have charge of regulations in regard to military exercises; shall confer with students applying for excuse from drill; and shall have power to act on such applications so far as the latter shall meet the requirements of Rule 51.

23. The Committee on Optional Summer Courses shall have general charge of all arrangements and announcements for such courses, subject to the approval of the Faculty.

24. The Committee on Periodicals and Libraries shall have general supervision of the Libraries, and shall attend to the subscription for periodicals and their distribution.

25. The Committee on Petitions shall hold meetings once a week throughout the school year, and shall have power to deal, not only with all petitions from students, but with routine business of all kinds—for example, authorization of special examinations, admission of applicants on other grounds than examination, acceptance of recommendations in regard to records or excuse from subjects, recommendations in regard to intermediate reports, and such other business as may from time to time be referred to it by the Faculty. On request of any mem-

ber of the committee, any matter coming before it shall be referred to the Faculty, and the records of the committee shall be open to inspection by members of the Faculty.

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

27. The Committee on Provisional Students shall have charge of all students admitted to the school provisionally or placed on probation, and shall, so far as possible, supervise the work of such students. It shall also keep informed, so far as possible, as to the character of work being done by all students in subjects to which they may have been admitted provisionally; and shall present to the Faculty any cases requiring action.

28. The Committee on Publications shall have general supervision of the publications of the Institute.

29. The Committee on Recommendation of Graduates for Appointment shall arrange with the President and the heads of the professional departments for the conduct of correspondence in regard to the employment of graduates.

30. The Committee on Second-Year Students shall consist of the Secretary of the Faculty, the Dean, all members of the Instructing Staff giving instruction in second-year subjects, and representatives of professional departments. Its duties shall correspond with those assigned to the Committee on First-Year Students (Rule 18).

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

32. The Committee on the Tabular View and Room Scheme shall prepare and submit to the Faculty before the beginning of each term a tabular view of exercises, showing the hours during which each exercise is to be held. It shall cause the same, when approved, to be printed for the information of instructors and students, and shall regulate the assignment of rooms in which the exercises are to be held.

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

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

EXAMINATIONS AND REPORTS OF STANDING

35. Examinations for admission to the first-year class shall begin on the first Wednesday after June 15, and on the first Saturday after September 11. Examinations for admission to the Institute may be held at distant points under the direction of the Faculty.

36. Examinations for advanced standing shall be held on the Thursday preceding the September entrance examinations, and on the following days.

37. General examinations shall be held each year in January and in May. The semi-annual examination period for all years of all courses shall begin at 2 P.M. on the Wednesday following January 12, and shall extend through

the Saturday of the following week. The annual examination period shall begin in ordinary years on the Saturday following May 21; in leap years on the Saturday following May 20. Examinations in fourth-year subjects finished before the end of the term may be held, with the approval of the Faculty, at the close of the respective courses, but not more than two hours shall be allowed for any such examination, and no reports shall be made to the students until the end of the term. The Standing Committee on the Conduct of Examinations shall report to the Faculty at its first monthly meeting in each term a list of the examinations to be held at the end of the term, this list to include, as far as practicable, not more than six examinations for any year of any course. The aggregate time allotted to annual examinations in the fourth year of any course shall not exceed ten hours.

The semi-annual examinations shall be confined to the work of the first term; the annual examinations may cover the work of the entire year. In the fourth year a candidate for graduation whose record has been generally poor may be required by the Faculty to pass examinations on professional subjects of the earlier years.

In each term every instructor shall report for the approval of the Faculty as to each of his subjects of the term following, whether he desires to hold a final examination or to base his records on term work including intermediate examinations. In exceptional cases an instructor may, with the approval of the Faculty, hold a final examination for particular students.

38. Examinations for conditioned students shall be held on the Thursday preceding the September entrance examinations, and on following days; at the time of the semi-annual examinations; and at the time of the annual examinations, as far toward the end of the examination period as practicable. At the annual examinations the

condition examinations of the first and second years shall be held within the two weeks following the beginning of the examination period; the condition examinations of the third year may extend through the Tuesday of the following week if necessary.

Conditions received in May or June must be made up in the following September; those incurred in September must be made up in the following January; those received in January must be made up in May, except as postponement may be allowed by vote of the Faculty. But failures in drawing or laboratory work shall be made up in accordance with the rule for making up deficiencies (Rule 43). Applications for special examinations during the term shall not be entertained unless made by members of the Faculty.

39. Intermediate examinations may be held in any class at the discretion and under the control of the instructor, in place of the regular exercises of the class; the results of these intermediate examinations shall not be a matter of permanent record, although the instructor may, if he sees fit, take such results into consideration in marking the student at the close of the term. The reports required under Rule 9 need not be based on such examinations.

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

41. Reports of standing shall be made to the Registrar in the terms given below.

C (*passed with credit*) signifies that the work of the student is very satisfactory. It is not intended as a mark of distinction.

P (*passed*) signifies that the record of the student is clear, and admits him to any dependent subjects.

L (*passed with low standing*) signifies that the work of the student is not satisfactory, but that he is permitted to continue the same or dependent subjects except as restricted by special requirements (Rule 50), or unless required by the Faculty to obtain a better record by examination, by repeating the work, or otherwise, before being admitted to dependent subjects.

A record of L in a condition examination is not accepted as a passing grade.

F (*failed to pass*) signifies that the work of the student is very unsatisfactory, and imposes a condition on him. Absence from an examination, if not satisfactorily explained, or failure to make up a condition at the time appointed, is equivalent to a record of FF. Failure in drawing or laboratory work is construed as a deficiency, and is to be made up in accordance with Rule 43.

FF (*failed completely*) signifies that the work of the student has been so unsatisfactory that he must drop or repeat the subject, and will not be admitted to subjects dependent thereon.

D (*deficient*) signifies that a portion of the work required has not been accomplished. The satisfactory completion of such work will be necessary to entitle the student to a clear record. The mark of D is expected to be supplemented so far as practicable by the record to which the student would be entitled on making up the deficiency, and to be followed by a figure indicating the number of hours that should be needed in making it up.

42. Percentages are desirable, particularly in cases of failure, in order to represent a student's standing more

definitely than would letters alone; but, if given, must be in multiples of 5%. Both figures and letters shall, as far as possible, represent current class work and not merely the results of examinations. In all cases figures and letters shall be based on the same data. The mark of FF is to be used when the standing is such that the work must be repeated, and no percentage rating is to be reported with it. The mark FF shall not be given as an intermediate record.

If a student's record as a whole is poor, he may be required to repeat or do additional work in certain subjects, or to withdraw from the school.

Every report of standing shall be signed by the examiner. If he be not a member of the Faculty, this report shall be indorsed by that member of the Faculty having charge of the subject. No report shall be accepted from an instructor for any student to whom he has given private instruction in the subject in question, nor shall any examination be given by an instructor in any subject to students to whom he has given private instruction.

43. All marks of D incurred during the first term must be removed not later than the end of the following March; those incurred in the second term, except in drawing or laboratory courses, must be removed not later than the first of the following October. Second term deficiencies in drawing or laboratory work and deficiencies in the work of the summer courses must be removed not later than the end of the following November. But if in any subject these time limits are not practicable, others may be set by the instructor in charge, subject to the approval of the Faculty, and such special time limits shall be printed on the report blanks.

In case a mark of D is not removed at the date thus determined, the student shall be required to discontinue any dependent subjects which he is taking, and can obtain

a clear record only by repeating the subject in which the D was given.

44. Reports of standing to students, parents, and guardians shall be made only by letters (as above), and not by percentages. In case of entrance examinations, P (*passed*) and F (*failed*) shall alone be used. Results of individual examinations shall not be communicated in the case of a candidate for the degree at his final examination, or of any other fourth-year student nearly eligible for graduation. Final reports of standing shall be communicated to students, parents, or guardians only by the Registrar.

REQUIREMENTS

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

DIVIDED ENTRANCE EXAMINATIONS.—Candidates for admission will be allowed, at their option, to divide their entrance examinations between two successive years, or between June and September of the same year, under such regulations as may be determined by the Faculty.

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

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

46. Students coming from colleges or technological schools are expected to present satisfactory certificates of dismissal; they may be admitted to the school without entrance examinations, and to those courses of instruction for which they shall satisfy the members of the Faculty in charge, by examination or otherwise, that they have the necessary preparation. They may be excused from any work previously taken.

Students entering from other colleges, who have a satisfactory programme for graduation, will be classed provisionally as of the year in which their principal studies are taken. Those applying for admission to Course I or Course IV may offer an equivalent for first-year Chemistry.

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

All students admitted to work in exception to the usual requirements shall be classed as provisional in such subjects. The Committee on Provisional Students shall consider the records of such students during each term, and the records of those placed on probation.

48. Special students may be admitted to the various exercises of the school on satisfying the Faculty that they are qualified to pursue to advantage the various subjects chosen, and that the proposed scheme of studies will be practicable and useful.

49. Each member of the Faculty shall furnish to the Registrar a list of the requirements for admission to his classes. These, together with a detailed statement of the requirements for admission to the school, shall be placed on record, and shall be open to the inspection of members of the Faculty.

50. Every first-year student is expected, during the first term, to give notice to the Registrar as to the course he

intends to enter. For admission to professional subjects of the second year, records of P or C shall be required in preparatory subjects as follows:

For admission to Mathematics (M₂₁) and Physics, a record of P or C shall be required in Mathematics (M₁₂).

For admission to Architectural Design records of P or C shall be required in Descriptive Geometry (D₁₈), Freehand Drawing (D₄₁), and Mechanical Drawing (D₁₄).

For admission to Elements of Mining Engineering, Mineralogy, General Biology, and Qualitative Analysis, a record of P or C shall be required in Chemistry (502).

For admission to Mechanical Engineering Drawing, Mechanism, and Surveying, records of P or C shall be required in Descriptive Geometry (D₁₆), Mathematics (M₁₂), and Mechanical Drawing (D₁₂); but for students in Course VII records of P or C in Descriptive Geometry (D₁₅), Mathematics (M₁₂), and Mechanical Drawing (D₁₁) shall be required for admission to Surveying.

51. All male students who take a majority of their studies in the first year, except aliens, college graduates, and those who are over twenty-one years of age at the beginning of the term in question or are able to pass an examination in the military course, are required to attend exercises in Military Science and Drill. Should a student present to the Faculty satisfactory evidence of physical disability he shall be excused from attendance at drill, but shall be required to attend a course in Military Science. All medical certificates intended to show physical disability must be presented within ten days after entrance. For the drill exercises students are required to provide themselves with uniforms prescribed by the Faculty. In the permanent organization of each battalion the cadet officers shall be appointed by the Professor of Military Science and Tactics, subject to the approval of the Faculty. All

changes subsequent to this organization shall be left to the judgment of the Professor of Military Science and Tactics, subject to the approval of the President of the Institute.

DEGREES

52. The degrees for which candidates may be recommended to the Corporation shall be Bachelor of Science (S.B.), Master of Science (S.M.), Doctor of Philosophy (Ph.D.), Doctor of Engineering (Eng.D.).

53. To receive the degree of Bachelor of Science the student must have attended the Institute not less than one year, which must be that next preceding his graduation, except as postponement may be specially authorized. He must have completed the prescribed studies of the four years, and must, in addition, pass final examinations, if required, on subjects relating particularly to his course. He must, moreover, prepare a dissertation on some subject included in his course of study; or an account of some research made by him; or an original report upon some machine, work of engineering, industrial works, mine, or mineral survey; or an original design accompanied by an explanatory memoir. This thesis or design must be approved by the Faculty.

Theses are to be written on one side only of paper of good quality, 8 by 10½ inches in size, with a margin of not less than one inch on each edge. They must be handed to the Secretary of the Faculty not later than the first annual examination. Theses and records of work done in preparation of 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.

54. An applicant for the degree of Bachelor of Science in two courses at the same time must have made

application for such candidacy not later than November 1 next preceding his graduation. Such applications shall be granted only in the case of students who have previously anticipated fourth-year subjects in one or both of the courses in question to such an extent that they have ample time for the work proposed. Every such application shall be referred to a special committee of the Faculty to report as to the eligibility of the candidate, and, in case his application is approved, to have the oversight of all of his work for the remainder of the year, and to report to the Faculty at the close of each term as to the character of the work done. The committee shall decide as to the time and manner of carrying on the thesis work required. No student shall be allowed to present two theses in the same term. A student graduating in more than one course at the same time shall receive but one diploma, which shall, however, state the several courses in which he graduates.

55. The degree of the Institute represents not only the formal completion of the subjects in the selected course of study, but also the attainment of a satisfactory standard of general efficiency. Any student who does not show in the fourth-year work of his course that he has attained such a standard may be required before receiving the degree to take such additional work as shall test his ability to reach that standard. This additional work shall consist in the preparation of a thesis during the last term of residence, unless otherwise provided by a special vote of the Faculty, and in the pursuance of such new studies and the repetition of such of those previously taken as may be required by the Faculty; and, in general, an amount of work per term substantially equivalent to that involved in the regular courses of study will be required during any subsequent period of residence.

56. Recommendations by the Faculty of candidates for the degree of Bachelor of Science shall be submitted

to the Corporation at the close of the school year only, unless otherwise provided by special vote of the Faculty. In the five-year Course in Chemical Engineering leading to the degrees of Bachelor of Science and Master of Science, the degrees shall in general be awarded at the end of the fifth year; the award of the Bachelor's degree shall classify the graduate as of the class graduating in the preceding June.

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

On the first of March, or at such other date as may be determined by the Faculty, a list shall be made up by the Secretary of all students who are candidates for a degree the following June, which list shall not be subsequently altered except by special vote of the Faculty.

57. Students intending to take the five-year Coöperative Course in Electrical Engineering or the five-year Course in Chemical Engineering leading to the degrees of Bachelor of Science and Master of Science shall so notify the Registrar at the end of the second year and of the third year, respectively; but no applicant shall in general be admitted to either course unless he has been in residence at least one year. Every other applicant for the degree of Master of Science, Doctor of Philosophy, or Doctor of Engineering must, except in cases of unusual attainments, have taken his first degree in some scientific school, college, or university of good standing. With his application he must file with the Secretary a statement of his previous work and present attainments, and of the advanced work which he intends to do at the Institute; and his credentials and proposed course of study shall be passed upon by the Committee on Advanced Degrees and Fellowships. Only those applicants for an advanced degree will be accepted whose attain-

ments, as shown by their previous record of scholarship or by other information, indicate that their proposed course of study and research can be creditably pursued.

Students electing the five-year Course in Chemical Engineering or the Coöperative Course in Electrical Engineering will not be registered as applicants for the Master's degree before the beginning of the fifth year. Applicants for the Master's degree will be placed on the list of candidates for graduation upon recommendation to the Faculty by the Committee on Advanced Degrees and Fellowships, at the beginning of the term in which it is expected that the requirements for the degree will be completed. Applicants for the Doctor's degree will be placed on the list of candidates for the degree upon recommendation to the Faculty by the Committee on Advanced Degrees and Fellowships, on satisfactorily passing the general examination in their major field, in general not less than eight months before the time at which it is expected that the degree will be conferred.

58. The degree of Master of Science is awarded for the completion of a connected approved course of study and research in science, engineering, or architecture. The course shall consist of at least one full year's work of 1,440 hours, of which not less than 800 hours (including thesis) shall be chosen from the list of subjects primarily for graduates, and the remainder chosen from subjects open to graduates, or to graduates and undergraduates. If the student is a graduate of the Institute, or has previously completed essentially the full requirements for the Bachelor's degree in any department of the Institute, he may, by electing at least one-half of his work (including thesis) from advanced subjects approved by that department, be recommended for the Master's degree in such department.

59. The degrees, Doctor of Philosophy and Doctor of Engineering, certify to the creditable completion of an ad-

vanced 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. These degrees will be awarded only to candidates who have exhibited the power of dealing with new problems in an independent and efficient manner.

The course of advanced study and research for either of these degrees must be pursued under the direction and oversight of a committee of the Faculty for at least two school years, except in the case of applicants who satisfy the Faculty that they have successfully accomplished at another institution advanced work of a grade equal to that required at the Institute, in which case the required period of residence may be reduced. The specific regulations and requirements in different courses for these degrees shall be made by the Committee on Advanced Degrees and Fellowships. The applicant must furnish from time to time such evidences of progress and pass such examinations as the Faculty may require. He must present a thesis embracing the results of his investigation. His attendance must be continuous, except in cases of absence previously approved by the Faculty.

60. All non-resident Fellows shall be required to submit reports of progress on or before the first day of April and the first day of October of each year.

61. No student shall be recommended for any degree upon the record of examinations alone. Regularity of attendance and faithfulness to daily duties shall be considered essential qualifications.

REGULATIONS

62. At the beginning of each term the student shall file an attendance card specifying the course and the studies he wishes to pursue. If he has fulfilled the necessary conditions, this card shall be approved by the Regis-

trar. The student must then attend all exercises in the studies so specified, and, having entered a class, must continue the study until he shall have passed the next formal examination, unless allowed by the Faculty to discontinue it. Instructors shall report to the Registrar the names of all students attending exercises, but not included in the lists furnished by him.

63. For the purpose of giving students the means of readily obtaining friendly advice, each new student shall be assigned to some member of the instructing staff, who shall act as his adviser. This rule is not in any way to affect the authority of the heads of departments or of the standing committees of the Faculty. The Dean shall have power to make the assignments thus provided for.

It is not intended by this rule that instructors shall become in any sense or in any degree the guardians of the students assigned to them; nor does the Faculty by this action assume any responsibility for the conduct and deportment of students outside the halls of the Institute.

64. 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.

65. Students are expected to behave with decorum, to obey the regulations of the school, and to pay due respect to its officers. Conduct inconsistent with the general good order of the school, or persistent neglect of work if repeated after admonition, may be followed by dismissal, or in case the offense be a less serious one, the student may be placed upon probation. The student so placed upon probation may be dismissed if guilty of any further offense. This probation may be removed by the Faculty after a period of continued good conduct on the part of the student. No student shall be required to withdraw from the school for alleged misconduct without an investigation,

and an opportunity to be heard by a committee of the Faculty. Such a committee shall in every case make a report in writing.

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

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

68. Students leaving the Institute of their own motion before graduation shall be entitled to receive a statement of attendance from the Registrar.

GENERAL RULES

69. The first term shall begin on the Monday following September 20; the second term shall begin on the first Monday in February. Graduation exercises shall be held on the first Tuesday after June 7 in ordinary years, and on the first Tuesday after June 6 in leap years.

70. Exercises and lectures may be held between 9 A.M. and 5 P.M., but on Saturday until 1 P.M. Exercises in Mechanic Arts may begin at 8.50 A.M.

The total time assigned in any undergraduate course to exercise and preparation shall not exceed 720 hours per term, corresponding to an average of 48 hours per week for fifteen weeks in each term. In case of unequal distribution of work over the fifteen weeks, the weekly assignment shall in no case exceed 51 hours. No instructor shall

require more outside work than can be satisfactorily performed under ordinary working conditions in the preparation time assigned to his subject by students of average capacity, adequate preparation, and reasonably good habits of work; and, in order that this rule may be practically enforced, each instructor is expected from time to time to ascertain the amount of outside preparation actually devoted to each of his subjects by students whose work is of passing grade.

If an undergraduate below the fourth year is admitted to work in any term subject to condition examinations at the end of the term, or with deficiencies to be made up during the term, the total amount of work to which he is admitted, together with the allowance for such conditions or deficiencies, shall not exceed 810 hours. The allowance for conditions shall be one-third of the original time allotment, and for each entrance subject 30 hours. The allowance for each D shall be 15 hours, unless otherwise specified by the instructor at the time the D is reported. When more work is applied for than can be taken under this rule, the Secretary and the Registrar shall determine, in consultation with the heads of professional departments, what shall be omitted. A similar restriction shall at their discretion be imposed on students having several records of L.

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

72. The exercises of the school shall be suspended, and the laboratories and drawing-rooms closed to students (except as provided below) on legal holidays; from December 24 to January 1 inclusive; during the period between the close of the semi-annual examinations and the beginning of the second term; during the last four days of the week in which April 19th occurs, when the 19th falls upon Wednesday, Thursday, Friday, or Saturday; during

the last three days of the preceding week and on Monday of the same week when the 19th falls on Sunday or Monday; upon the 19th and the Friday, Saturday, and Monday preceding when the 19th falls on Tuesday. For exceptional reasons, however, students may be admitted to the laboratories and drawing-rooms by permission of the head of the department.

73. A motion to amend these rules shall lie upon the table at least until the next Faculty meeting after its introduction, and final action shall not be taken unless the subject has been announced in the call for the meeting. This rule shall apply also to changes in the several course schedules.

INDEX

Absence, Report of	9
Admission to Second-Year Professional Subjects	50
Advanced Standing, Examinations for	36
Advisers	8, 63
Amendment of Rules	73
Annual Meeting	5
Attendance Cards	9, 19
Calendar	69, 72
Candidates for Graduation :	
Examinations of	37
List of	7, 56
Reports of	44
Catalogue	28
Certificates	9
Chairman	1, 3, 4, 6
College Graduates, Admission of	46
Committee :	
Nominating	3
On Advanced Degrees and Fellowships	12, 58, 59
On Conduct of Examinations	8, 9, 13, 37
On Courses of Instruction	14
On Entrance Examinations	7, 15
On Faculty Business	5, 7, 16
On Faculty Rules	7, 17
On First-Year Students	8, 18
On Five-Year Courses	19
On Foreign Students	20
On Graduation Exercises	21
On Military Exercises	22
On Optional Summer Courses	23
On Periodicals and Libraries	24
On Petitions	7, 8, 25
On Physical Training	26
On Provisional Students	8, 9, 27, 47
On Publications	28
On Recommendation of Graduates for Appointment	7, 8, 29

Committee :	
On Second-Year Students	7, 30
On Summer Reading	31
On Tabular View and Room Scheme	7, 9, 32
On Third-Year Students	7, 33
On Undergraduate Scholarships	8, 9, 34
Special	2
Standing	2, 3, 4, 11
Condition Examinations	38
Course Schemes	9
Changes in	14, 73
For Five-Year Courses	19
Dean :	
Duties of	8, 9, 18, 26, 30, 63, 64
Election of	1, 4
Deficiencies	38, 43
Degree of Bachelor of Science	52
In Two Courses	54
Recommendations for	56
Requirements for	53
Degree of Doctor of Engineering	52
Courses of Study for	12
Requirements for	57, 59
Degree of Doctor of Philosophy	52
Courses of Study for	12
Requirements for	57, 59
Degree of Master of Science	52
Courses of Study for	12
Requirements for	57, 58
Diplomas	9, 54
Discipline	64, 65, 66
Examinations	9, 25
Conduct of	13
Entrance	15, 35, 44, 45
Rules Governing	35-40
Fellows, Non-Resident	60
First-Year Students	9, 18
Five-Year Course in Chemical Engineering	56, 57
Foreign Applicants	45
Fourth-Year Students	9, 44
Graduate Courses of Study	12
Graduate Scholarships and Fellowships	12
Graduation Exercises	21
Hours for Exercises	70, 71

Instructors :	
As Candidates for Advanced Degrees	59
Meetings of	16
Rules Governing	62, 63, 64
Intermediate Examinations	9, 18, 37, 39
Libraries	24
Medical Adviser	26
Meetings of the Faculty	5
Military Exercises	22, 51
Periodicals	24
Petitions	7, 25
Physical Director	26
President	1, 3, 5, 6, 7, 8, 29
Private Instruction	42
Probation	9, 27, 65
Recorder	1, 7, 10
Records of Students	10, 25
Registrar	1, 7, 9, 43, 44, 49, 50, 62, 68
Regulations	62-72
Reports of Committees	11, 16
Reports of Standing	9, 41-44
Requirements for Admission	15
Scholarships :	
Graduate	12
State	67
Undergraduate	34, 67
Secondary Schools	15
Second-Year Students	9, 30
Secretary :	
Election of	1, 4
Duties of	5, 7, 43, 56, 57
Special Examinations	38
Special Students	48
Students from Other Colleges	46
Subject Schedule	9
Summer Courses	23
Summer Reading	31
Tabular View	32
Text-books	9
Theses	53, 54, 55
Third-Year Students	9, 33
Vacations	72

