
Academic Guide for Undergraduates and Their Advisors

ABOUT THIS GUIDE

This site serves as a guide to academic regulations and procedures for MIT undergraduates and their advisors. It points to information on advising, the undergraduate curriculum, registration, examinations and grading, petitions, changes in status, special situations and programs, graduation rules, and other issues related to academic life.

The information includes mandatory regulations enacted by the Faculty and also contained in *Rules and Regulations of the Faculty*, as well as procedures established by Faculty committees and administrative offices.

This guide is intended to complement the *MIT Bulletin: Course Catalog*, and references to that document as the *MIT Bulletin* are made whenever relevant.

The Office of Faculty Support has recently revised the Guide so that it does not duplicate information found elsewhere on the MIT websites but instead links to those sites. The Guide was originally co-authored with the Committee on Academic Performance (CAP) which now maintains its own site detailing the CAP's policies and procedures.

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1. UNDERGRADUATES AND THEIR ADVISORS

Academic Advising

Each undergraduate at MIT has an academic advisor. Upon entering MIT, a freshman is assigned a freshman advisor by the Office of Undergraduate Advising and Academic Programming (UAAP). This advisor, usually with the help of an upperclass associate advisor, assists the student in choosing subjects suitable to his or her interests and background, and helps the student get acquainted with MIT. Freshmen usually stay with that advisor and associate advisor throughout the freshman year. Some freshman advisors also lead weekly Freshman Advising Seminars with their advisees and associate advisors. Other advisors offer traditional advising emphasizing one-on-one interactions with fewer group meetings.

After the freshman year, when the student has selected a major (or Course), the student is assigned a departmental advisor who serves as a consultant and the principal faculty link between the student and the department. The advisor introduces the advisee to subject offerings and educational opportunities available in the department and aids the student in formulating a program that meets both the General Institute Requirements and the departmental program.

For advisors participating in the education of bright young people, watching and guiding them during a formative period of life can be very rewarding. Many students find that their faculty advisors play an important role in their academic and professional growth.

The Responsibilities of the Advisor

A faculty advisor should become sufficiently acquainted with each advisee to be able to help the student make academic decisions and consider career options. He or she should also be able to assess the student's ability and performance when the student applies for scholarships, employment or admission to graduate school, or when the student's record is being reviewed at the end of the term by the department and possibly by the Committee on Academic Performance (CAP).

The number of students who encounter serious academic or personal difficulties is fairly small. Students are told that they should take the initiative in getting help from advisors and other Institute resources. Nevertheless, students are often reluctant to seek out their advisors, even when they might need help.

Throughout the term advisors should make every effort to stay in touch with their advisees. If a problem arises, advisors can refer students to Student Support Services (S³). The S³ staff can assess the problem and make referrals, if needed, to other resources.

Specific responsibilities of a faculty advisor are summarized below, as well as recommendations on how to fulfill them.

- To assist each student at the beginning of every term in selecting a program of subjects for that term, and approve the program selected in Online Registration.
- To be available for consultation and to approve any appropriate changes in a student's academic program using the Online Add/Drop form.
- Each advisor should inform his or her advisees of the best way to keep in touch, e.g., phone, scheduled appointments, or for nonsensitive information, by e-mail. When an advisor will not be available on Registration Day or for more than a couple of days just before an add or drop deadline, he or she should notify all advisees

in advance and agree to meet earlier or arrange for (and clearly identify) another faculty member to discuss and approve the registration or any last-minute changes.

- To be available and ready at the end of each term to discuss - with the student, the department (the Office of Undergraduate Advising and Academic Programming for freshmen and undesignated sophomores), S³, or the CAP - the student's academic progress and possibly his or her personal situation.
- It is harder to define an advisor's responsibilities in the areas of personal advice and support. However, in a community as large as MIT, it is not uncommon for an advisee - particularly if not outgoing by nature - to become isolated. It is hoped, therefore, that an advisor would also bear in mind the emotional well-being of an advisee and would try to offer the help and encouragement that students need.

NOTE: For reference, advisors should keep in the student folder copies of up-to-date administrative records related to the student's academic program, e.g., petitions that they have signed and dated. Advisors also access student information through WebSIS, where they can see their pre-registration, class schedule, status of registration, grade report, undergraduate audit, address information and picture. For freshmen only there is also an online Freshman Advising Folder with test scores and student assignments for various programs and subjects.

Baker Foundation Guidelines for Upperclass Advising

In 1996 the Committee on the Undergraduate Program (CUP) adopted and distributed guidelines - for advisors, students, and departments - which were developed in an independent initiative by the Baker Foundation, a student group committed to improving undergraduate life at MIT. The Baker Foundation developed its guidelines on the basis of discussions with faculty and administrators as well as a survey of undergraduates. Members of both the CUP and the Baker Foundation hope that the guidelines will help students and faculty know what to expect from one another, and diminish the gap between expectations and actual experience. The Baker Foundation Guidelines are in Appendix A of this Guide.

Privacy of Student Information

MIT's student information policy describes when, and to whom, faculty and staff may disclose personally identifiable information about current and former students. It also gives students the right to see and to challenge the accuracy of the records that MIT keeps about them. The policy incorporates the privacy rights and protections provided by the Family Educational Rights and Privacy Act.

The Guide to the Student Information Policy contains a summary of the policy and answers to frequently asked questions. Topics covered include letters of recommendation, government agency requests, parent phone calls, and directory information.

Letters of Recommendation

Candid appraisals and evaluations of performance and potential are an essential component of the educational process. With appropriate permission from the student, such information can be provided to prospective employers, to other institutions, or to other legitimately concerned outside individuals or agencies. The Student Information Policy in MIT Policies and Procedures outlines the process in greater detail.

Changing Advisors/Advisees

Occasionally a student and his or her advisor find that they are incompatible and would like for a new advisor to be assigned to the student. In such instances, upperclass students or their advisors should contact the departmental undergraduate office or headquarters. Freshmen or undesignated sophomores or their advisors should contact the Office of Undergraduate Advising and Academic Programming (UAAP), room 7-104, firstyear-www@mit.edu.

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2. OUTLINE OF THE UNDERGRADUATE PROGRAM

Degree Requirements

The undergraduate academic program at MIT is based on a core of General Institute Requirements (GIRs) and on the specific curricula offered by more than twenty separate departments. It is designed to allow sufficient flexibility and choice of electives for each student to develop a program to suit his or her interests and preparation. Generally students need four academic years of full-time study to complete a curriculum for the Bachelor of Science (SB) Degree.

To be recommended for a Bachelor's degree, a student must have attended the Institute for at least three regular academic terms (fall or spring) and earned 180-198 units beyond the General Institute Requirements; of those units, at least 96 must be earned at MIT. Ordinarily attendance must include the term of the student's graduation.

Nearly all of the subjects taken by freshmen during their first year at MIT are GIRs. Most MIT subjects carry 12 units of credit. The number of units reflects the hours spent each week, based on a full 14-week term, in class and laboratory, as well as the estimated hours the average student spends each week in outside preparation. A normal credit load per semester is four to four-and-one-half subjects (48-54 units).

Students usually choose a department in which to major at the end of the freshman year. They must choose a department by the end of the sophomore year.

Understanding the Requirements

Students are ultimately responsible for understanding and fulfilling the requirements, but they can get help and information on the requirements not only from their advisors but also from a number of other sources listed in this Guide. An undergraduate Degree Audit is available to each student and advisor on WebSIS. Using that audit, as well as information on departmental programs, the student and the advisor should track the student's progress through requirements and carefully plan future terms. Students who have questions about their requirements and audits that cannot be answered by their departments should contact the Registrar's Office.

The General Institute Requirements

During the freshman year students usually take nearly half of the General Institute Requirements including almost all of the subjects in the science core (mathematics, physics, chemistry, and biology), and two subjects in the humanities, arts, and social sciences. As sophomores they continue taking subjects to satisfy General Institute Requirements, and they begin their departmental programs. In the junior and senior years, students generally concentrate on their departmental programs. In each of their four years they are expected to take a Communication Intensive subject. The MIT Bulletin outlines the following General Institute Requirements in detail and provides a GIR chart.

- Science Requirement
- Communication Requirement
- Humanities, Arts, and Social Sciences (HASS) Requirement
- Restricted Electives in Science and Technology (REST) Requirement
- Laboratory Requirement
- Physical Education Requirement

Subjects from the departmental program constitute approximately half of the work a student must complete for an SB degree. The subjects in the departmental program and the total number of units required beyond the General Institute Requirements are shown in individual departmental descriptions under Schools and Courses in the MIT Bulletin.

Office of Faculty Support

Comments/Questions: ofs@mit.edu

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3. REGISTRATION FOR FALL AND SPRING TERMS

Pre-Registration

All continuing students are expected to pre-register online through WebSIS for the upcoming terms. Students pre-register in May for summer session and the fall term and in December for IAP and the spring term.

Advisors should be available to answer questions from students while they are pre-registering. While students are not required to meet with their advisors before pre-registering, it can be helpful to do so, especially if the student is changing his or her plan of study. Academic advisors do not formally approve subject selections at this time, but may access their advisees' pre-registration on WebSIS. Changes to this preliminary choice of subjects may be made online throughout pre-registration.

Students wishing to take subjects with limited enrollments for which there are special pre-registration processes (subjects in the Sloan School of Management, CI-H/HW subjects, and a few other designated subjects) should be careful to follow the published directions and deadlines. Students must pre-register to participate in these enrollment processes.

Details about the procedures and deadlines for pre-registration are published on the Registrar's Office web site.

Registration

In planning the academic program for each term, students should examine their overall progress toward fulfilling both their departmental and Institute requirements by their expected term of graduation. They should take care to complete subjects with outstanding Incomplete, O, or OX grades.

All students are expected to meet with their advisors to discuss subject selection. Many of these meetings may occur on Registration Day. However, students and advisors can begin using the online registration system when it opens. Students are strongly encouraged to submit registration forms before classes begin to ensure accurate class enrollments. Registration dates and deadlines are available in the Academic Calendar.

Students should arrange registration meetings with their advisors. At the registration meeting, the advisor should review the student's progress in fulfilling the General Institute Requirements and the departmental requirements for the degree. Once student and advisor agree upon subject enrollment for the term, the advisor should approve the selections in the online registration system. The student is responsible for completing the registration process and should submit the digital form promptly after meeting with the advisor, no later than the Friday of the first week of the term, after which there is a penalty.

The registration form represents the agreement between the student and the department regarding the student's program of study for the term. By submitting the registration form the student acknowledges responsibility for tuition and other charges for that term.

Careful review of requirements is especially important in the case of a fourth-year student. A student intending to receive an SB degree must submit an online application for the Bachelor of Science Degree at the beginning of the term in which he or she expects to graduate.

If a student is on registration hold, both the student and advisor can make changes to subject selections online, and the advisor can submit his/her approval. However, a student cannot submit his/her registration until arrangements

are made to clear the hold. If the hold is cleared after Add Date (fifth week) the student must petition the Committee on Academic Performance to be allowed to register.

The Registrar's Office website has extensive information regarding registration. Topics include:

- Registration Instructions
- Advanced Standing Examinations
- Freshman Grading
- Sophomore Exploratory Option
- Junior Senior P/D/F Option
- Repeating a Subject
- Taking a Subject as a Listener
- Double Majors
- Cross-registration
- Add/drop
- Address Maintenance
- Undergraduate Majors and Minors
- Transfer Credit
- Tuition and Fees
- Retaining Student Status

Prerequisites

As they select subjects, students should look ahead to subsequent terms and decide when to take any outstanding prerequisites. Before taking a subject, a student should complete any prerequisite(s) listed in the MIT Subject Listing and Schedule for that subject. (Co-requisites, which are listed in italics, are to be taken concurrently.) For policies regarding prerequisites, see the MIT Bulletin.

Credit Limits

Freshmen must observe their credit limits. In addition, students on academic warning must also observe credit limits set by the Committee on Academic Performance (CAP). See the CAP website for additional information.

Students with Reduced Loads

Carrying a registration load of less than full-time (36 units) can affect a student's end-of-term academic performance review, financial aid, loan deferments, compliance with immigration regulations, eligibility for varsity athletics, and external insurance requirements. Upperclass students who complete fewer than 36 units are automatically flagged for end-of-term academic review by their departments and the Committee on Academic Performance (CAP).

Students who have been awarded financial aid should consult with Student Financial Services (SFS) about possible adjustments in financial aid. MIT grant funds are reduced by the same amount as tuition is reduced. Students taking less than a half-time registration load (18 units) are not eligible for aid for living costs. Taking less than a half-time registration load can trigger requirements for repayment of current loans and affect eligibility for new loans.

International students are required by immigration regulations to be registered full-time whenever school is in

session. Students with questions about their loads should check with the International Students Office (ISO).

Students must be registered full-time to be eligible for varsity athletics. Only seniors in their last terms who have submitted degree applications can have registration loads of less than full-time. Contact the DAPER Administration Offices.

The Registrar's Office reports registration load when students request enrollment certification letters. External insurance providers may consider registration load in determining eligibility or rates for automobile, medical, or other types of insurance.

Additional information is published on the Registrar's web site.

Light-Load Tuition Adjustment

Full tuition is charged for a registration load of 32 units or more. A regular undergraduate who is registering for fewer than 32 units is charged on a per-unit basis for all subjects including those taken as a Listener and ROTC subjects. The student is charged on a prorated basis for subjects dropped during the term. See the tuition tables published by the Registrar's Office for current tuition charges.

Tuition charges are adjusted after Drop Date unless the student files a "Tuition Adjustment -Light Load" form, available as a pdf. The form must be submitted to the Student Services Center (SSC) or the Registrar's Office, prior to the end of the fifth week of the term. The form is optional for a fourth-year student who wishes to register for thesis only, or who is on the degree list for the end of the current term. If the student decides to take less than 32 units, the student may apply for a tuition adjustment before or at the beginning of the term.

The light-load tuition option is not available to students who are (or were) in engineering internship and cooperative programs.

Students are permitted no more than two terms on light load as undergraduates. Exceptions to this policy may be requested by petition to the Committee on Academic Performance (CAP). Students seeking such exceptions may wish to discuss their situations with deans in Student Support Services (S³).

Submission of the "Tuition Adjustment -Light Load" form does not constitute registration. Each student must also complete all steps of registration as usual in order to retain status as a student.

Registration Holds

There are several types of registration hold that will prevent a student from registering for classes. Students on hold cannot register until they make arrangements with the office that placed the hold.

Financial: Students may not register if they have outstanding charges from a prior term or a current past-due student loan. See complete information in the MIT Bulletin.

The Committee on Academic Performance will entertain a petition from a student formerly on financial hold for late registration only with the recommendation of a majority of a committee made up of the Executive Director of Student Financial Services (SFS), the Registrar, and the team leader of Student Support Services (S³), or their delegates.

Medical: All students registering at MIT for the first time, or returning to MIT after an absence of a year or longer, must have an up-to-date medical report on file in the MIT Medical Department. Students who have not completed this requirement will not be allowed to register. See Frequently Asked Questions about the Student Medical Report form.

International: New international students must sign up for and attend one of the immigration information sessions sponsored by the International Students Office (ISO). Failure to check in with the ISO will result in a registration hold.

FSILG: Students who have failed to pay their bills for fraternities, sororities, and independent living groups are placed on hold by the FSILG Office. See the policy in the Mind and Hand Book.

Dean's Hold: Students should contact Student Support Services (S³) about Dean's Holds, which are of two general types.

A *Student Life Hold* is placed when it is determined that a student poses a risk to the health or safety of him or herself or of others, or the student is unable to participate appropriately in campus life. The Senior Associate Dean for Students places this hold in consultation with MIT Medical and Student Support Services.

An *Academic Hold* is placed on a student who presents serious, unaddressed concerns in an academic setting. The Senior Associate Dean for Undergraduate Education places this hold in consultation with faculty and Student Support Services.

Status of Registration Report

It is the student's responsibility to carefully review his or her status of registration report on WebSIS to make sure that it accurately reflects his or her subject registration and, if it does not, to make the necessary change in registration using the Online Add/Drop form by the appropriate deadline.

Note that WebSIS is the only official record of registration. Obtaining access to a subject website in the Stellar course management system is not the equivalent of registration.

Registration Changes after the Add and Drop Deadlines

Permission to make changes after add and drop deadlines have passed must be requested by petition to the Committee on Academic Performance (CAP). See the academic calendar for current deadlines.

See the CAP website for general information on the petition process and directions about petitions to

- Add a Subject
- Drop a Subject
- Declare a Subject Sophomore Exploratory
- Remove a Subject from Sophomore Exploratory Status
- Change Sophomore Exploratory Subject from Credit to Listener
- Change Grading from Letter Grades to Junior/Senior P/D/F
- Change Grading from Junior/Senior P/D/F to Letter Grades
- Change Subject Registration from Credit to Listener
- Change Subject Registration from Listener to Credit

Students must also petition CAP to register after a financial hold is cleared, if the hold is cleared after Add Date. The Registrar's Office charges a fee for processing any approved petitions.

Undergraduates have three months after graduation to petition for late changes to their final terms' registrations only in the following situations:

- To drop subjects which they did not attend and for which they received unearned Fs or missing grades
- To add subjects which they attended but for which they did not register

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4. INDEPENDENT ACTIVITIES PERIOD (IAP)

The Independent Activities Period (IAP) takes place for four weeks in January and is an integral part of the Institute's educational program. Students, faculty, staff, and other members of the MIT community organize about 600 noncredit activities and 100 for-credit subjects. These are publicized on the IAP website, beginning in October. In addition, there are many individually arranged projects that are not officially publicized.

Details about for-credit subject registration, the credit limit, lottery subjects, grading, and deadlines are published on the Registrar's Office web site.

Any member of the MIT Community (student, faculty member, or staff) may organize a non-credit activity under the sponsorship of an MIT academic or administrative department, laboratory, center, or student group. A community member may also sponsor a non-credit activity independently. Information for organizing credit or non-credit subjects can be found on the IAP website. If you have questions regarding IAP, contact iap-www@mit.edu.

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5. SUMMER SESSION

Registration for Summer Session

A limited number of MIT subjects are offered in Summer Session. MIT students may register for Summer Session provided they completed the preceding spring term and have not withdrawn or graduated.

The Summer Session Catalog, available online in April, includes information on admissions, tuition, financial aid and housing, as well as a list of subjects offered. Instructions for summer registration can be found on the Registrar's website.

In May, students can pre-register for Summer Session online using WebSIS. There is no credit limit for Summer Session. However, given the brevity and intensity of Summer Session, most students take only one 12-unit subject.

Students who have just completed their freshman year will no longer be on ABC/No Record grading during Summer Session.

Sophomores may not designate subjects as Exploratory during Summer Session. Juniors and seniors may use the Junior-Senior P/D/F option for Summer Session subjects.

Summer UROPs for credit are possible through registration for an appropriate departmental UROP subject number; however, regular summer tuition charges apply to these courses. For more information, visit the UROP website.

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6. GRADES

Grade Reports and Transcripts

A grade report is very different from a transcript. A grade report is the internal record and is used mainly as an advising tool. It lists the student's terms of registration, Course, subject numbers, subject units, and grades with plus and minus modifiers. It also shows the term rating and units earned for each term of registration. At the bottom of the grade report is the student's cumulative rating (GPA) and a degree audit of progress through the Institute Requirements. In addition, academic warnings, required withdrawals, disciplinary actions, and degrees earned are indicated on this internal document. Students can access their grade reports, and advisors the grade reports of their advisees, online through WebSIS.

The transcript is the student's external record which s/he makes available to others. It contains, in a more detailed manner than the grade report, a term-by-term listing of: the student's year, major (Course), subject numbers, subject titles, units, grades (without plus and minus modifiers), and level as well as birth date, high school/previous college attended, degrees and minors awarded, and disciplinary actions specifically placed on the transcript. It does not indicate academic warnings. Leaves of absence and withdrawals, whether voluntary or required, that are for full terms are shown by gaps in registration. If a withdrawal occurs during the term, the withdrawal date is indicated. The transcript contains the student's cumulative undergraduate and graduate academic ratings (GPA) but not a student's class rank. Detailed information on the grade report and transcript is published on WebSIS.

A student may order copies of his or her transcript by following the instructions on the Registrar's Office web site. A fee is charged.

Grades and Grading Policy

Grades are defined in the MIT Bulletin or Rules and Regulations of the Faculty. The Registrar's Office has complete information regarding grades on its website. Topics include:

- Grading Policies
- Repeating a Subject
- Incomplete Work
- Listener Status
- Freshman Grading
- Sophomore Exploratory Option
- Junior-Senior P/D/F Option
- Changing a Grade
- Advanced Standing Examinations
- Notations and Symbols
- Calculating the GPA

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7. REGULATIONS PERTAINING TO CLASSES

Academic Exercises and Tests

The faculty has adopted Term Regulations and Exam Policies governing:

- Class Times
- Beginning of Term
- Scheduling Final Examinations
- Excused Absences from Final Examinations
- End-of-Term Tests and Assignments

Faculty and students should become familiar with these regulations. They differ for undergraduate and graduate students. Students are encouraged to discuss questions regarding individual subjects and the term regulations with the instructor as early in the term as possible. Visit Term Regulations for more information.

Student Absences for Religious Observances

Massachusetts state law regarding student absence due to religious beliefs has been adopted by the Institute and is available under the MIT Policies and Procedures, Section 9.7.3 and on the MIT Faculty Resources site.

Advanced Standing Examinations

Advanced Standing Examinations (ASEs) are one means through which students can obtain credit for MIT subjects without enrolling in the subject. Passing an MIT ASE will place the student into the next sequential subject. Only students who have never been registered for or attended class at MIT in the subject concerned may take these examinations. Special students are not eligible to take Advanced Standing Examinations. Except for entering freshmen and transfer students, who may take Advanced Standing Examinations offered during Orientation, a student must petition to take an Advanced Standing Examination. See the Registrar's site for directions and grading policies.

Being Excused from a Final Examination

An undergraduate who has been passing a subject may be granted permission to miss or postpone work during the last two weeks of the term, including the final, because of significant personal or medical problems. The student should discuss the circumstances with a dean in Student Support Services (S³) and notify the subject instructor and his or her advisor in advance of the need to miss a final or other work. Procedures are described on the Student Support Services (S³) site.

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8. PROGRESSING THROUGH MIT

Freshmen

Credit Limits

By Faculty rule, first-year undergraduates may be registered for no more than 54 units in the fall term and 57 units in the spring term. Students may not register for more units than the credit limit allows. Instead, with faculty support, they should petition the Committee on Academic Performance (CAP) to exceed the limit. If the petition is approved, the student may submit an Add form for the additional credit.

Communication Requirement

All freshmen must take one appropriate Communication Intensive (CI) subject in the Humanities, Arts, and Social Sciences (HASS). These classes are called CI-H or CI-HW. CI-HW subjects are a subset of CI-H subjects that concentrate more particularly on writing and revising. MIT's writing placement test, the Freshman Essay Evaluation (FEE), determines which type of CI-H subject each student must take during the first year. Visit the Communication Requirement for additional information.

Monitoring Freshman Performance

Freshmen and their advisors can keep track of the students' performance through fifth-week flags and the freshman grade reporting system which includes hidden grades.

Fifth-Week Flags

By the beginning of the sixth week of the term, instructors must notify freshmen who are performing at a D or F level that they are at risk of not passing, and that they should meet with their instructors. These notices are to be in writing (usually sent via e-mail) with copies to advisors and the Office of Undergraduate Advising and Academic Programming (UAAP). The Academic Calendar outlines the term dates. Please contact the UAAP staff for additional information.

Hidden Grades

The performance of freshmen in all subjects taken during their first term at MIT (as well as during the January Independent Activities Period) is communicated on a Pass/No Record basis; in the second term, freshman performance is communicated on an ABC/No Record basis. Instructors submit regular letter grades each term to the Registrar's Office. The Office of Undergraduate Advising and Academic Programming (UAAP) site outlines the "Special Features of First-Year Grading."

Selecting a Department

The normal first-year program is acceptable preparation for any departmental program. The Office of Undergraduate Advising and Academic Programming (UAAP) works with first-year students to designate a major; their website outlines the process. A departmental designation is not binding; however, changing the major may require more than four years to finish a degree. Students should check with their counselors in Student Financial Services (SFS) regarding the financial implications of taking longer to graduate. Students may postpone the choice of major into the sophomore year, remaining "undesignated." They must declare a major before beginning the junior year.

Early Sophomore Status

A freshman completing the first term may advance his or her class year only if he or she is offered early sophomore status by the Director of the Office of Undergraduate Advising and Academic Programming. To be eligible by the end of the first term, a student must have completed 25% of the undergraduate program, including an appropriate

Communication Intensive subject (either a CI-H or CI-HW) and a majority of the Science Requirement subjects (mathematics, physics, chemistry, and biology).

Sophomores

Undesignated Status

The Office of Undergraduate Advising and Academic Programming (UAAP) is responsible for assigning the student to an advisor until the student declares a departmental major. The student will retain undesignated status until a change of course form is completed and processed. Students cannot remain undesignated after the sophomore year.

Sophomore Exploratory Subjects

An Exploratory subject is one in which the student may either accept the grade awarded or change the subject from credit to Listener status by Registration Day of the following regular term. Any subject at MIT, or cross-registered, including an Institute or departmental requirement, may be designated as Exploratory. Sophomores may designate one subject as Exploratory in each of their fall and spring semesters. The deadlines may be found on the MIT Registrar's office website.

To change to Listener status and forfeit the grade and credit, the student must submit an Online Add/Drop/Change form, approved by the advisor. Students and advisors are cautioned to check that a forfeiture of units does not affect the student's status for financial aid, immigration, or varsity sports eligibility. Students who want to make changes after the add/drop deadlines must petition the Committee on Academic Performance (CAP).

Communication Requirement

Students must complete their second appropriate CI subject by the end of their sophomore year. In most cases, the second CI subject will be a CI-H. In some cases, however, students may take a CI-M subject (Communication Intensive in the Major) in their sophomore year. Please contact the Communication Requirement staff with any questions.

Physical Education Requirement

It is highly recommended that the Physical Education GIR of 8 PE points and a fulfilled swimming requirement be completed by the end of the second year. Students who have not completed the requirement by the end of their second year must file a PE plan by the due date to avoid a late fee. Visit Physical Education for the annual PE calendar, registration dates, registration process, and plan filing process and deadlines.

Minor Programs

Students should designate minor programs during the sophomore year. Guidelines can be found on the Registrar's Office website.

Double Majors

Students may apply for a double major within the framework of a single SB degree, provided they meet the eligibility requirements and filing deadlines. Details about the requirements, deadlines, and application procedures are published on the Registrar's web site.

Juniors

Junior-Senior P/D/F Option

Juniors and seniors may designate up to two subjects to be graded P/D/F. These subjects may be taken both in the same term or in separate terms, including IAP. They cannot be used to fulfill an Institute, departmental, or minor requirement. The deadlines may be found in the Academic Calendar. Students who want to make changes after the deadlines must petition the Committee on Academic Performance (CAP).

Double Majors

Students may apply for a double major within the framework of a single SB degree, provided they meet the eligibility requirements and filing deadlines. Details about the requirements, deadlines, and application procedures are published on the Registrar's web site.

HASS Concentration Proposal

Before the end of the first week of the second term in the junior year, each student, in collaboration with the concentration advisor in the appropriate field, must select an area of concentration in Humanities, Arts, and Social Sciences (HASS) and submit a Concentration Proposal form to the Office of the HASS Requirement. There is a late fee for proposal forms submitted after this deadline. Changes to the HASS Concentration Proposal can be made by submitting a revised form approved by the concentration advisor.

Communication Requirement

Students must complete at least three appropriate CI subjects by the end of their junior year. In their junior year, students generally complete their first CI-M subjects within their major departments. These subjects may be required courses or restricted electives that count towards the departmental program. Please consult the list of CI-M subjects by major on the Communication Requirement website.

Physical Education Requirement

All juniors who have not completed the Physical Education GIR of 8 points and the swim requirement must have an approved Plan Proposal on file with Physical Education. This plan allows the Physical Education office to confirm the student's ability to complete the Physical Education GIR. If a student filed a plan at the end of his or her sophomore year and is not on track to finish the GIR in the timeframe indicated in the approved plan, the student must file an amendment. See Physical Education for a complete listing of all registration dates and plan filing deadlines.

Seniors

Graduation Information for Undergraduate Students

The Graduation Information for Undergraduate Students section of the Registrar's web site outlines important procedures and considerations for students planning to graduate. Questions regarding the Committee on Academic Performance Degree Meeting should be directed to CAP staff.

Physical Education Requirement

All seniors who have not completed the Physical Education GIR of 8 points and the swim requirement must have a current approved Plan Proposal on file with Physical Education. This plan allows the Physical Education office to confirm the student's ability to complete the Physical Education GIR. If a student filed a plan at the end of his or her junior year and is not on track to finish the GIR in the timeframe indicated in the approved plan, the student must file an amendment. See Physical Education for a complete listing of all registration dates and plan filing deadlines.

Thesis Requirement

Some departmental programs require an undergraduate thesis, usually undertaken in the senior year. The Institute Archives and Special Collections publishes Specifications for Thesis Preparation, which contains information required for preparation of a thesis. Since thesis requirements may differ among departments, undergraduates should check with their departments' Undergraduate Administrators concerning specific requirements. A student working only on the thesis during a particular term must still pay tuition, and complete registration.

HASS Concentration Completion

Students must submit an approved HASS Concentration Completion Form by the end of the first week of their final term at MIT, even if they are taking some of their concentration subjects during that term. A completion form can be filed at any point after the concentration subjects have been completed. There is a late fee for completion forms

submitted after this deadline. Please consult the HASS Requirement website for more information.

Cross-registration

Since Harvard, Wellesley, the Massachusetts College of Art and Design, and the School of the Museum of Fine Arts follow different calendars from MIT's, all degree candidates considering taking subjects under cross-registration that are needed for their MIT degree must make sure that their grades will arrive at MIT before degree decisions are made; otherwise, students jeopardize the awarding of their degrees. The Registrar's Office has information on the cross-registration process.

Procedures for Degree Candidates

At the beginning of the term in which he or she expects to graduate, a student must submit on WebSIS an online Application for Bachelor of Science Degree. A student should submit an application if there is a chance he or she will finish that term; there is no fine for removal from the degree list later. See Information and Deadlines for Degree Candidates.

Double Majors

Students may apply for a double major within the framework of a single SB degree, provided they meet the eligibility requirements and filing deadlines. Details about the requirements, deadlines, and application procedures are published on the Registrar's web site.

Minors

Completion forms for minors in Architecture, Engineering, HASS, Management, or Science should be submitted no later than the end of the third week of the student's final term. The completion form must be filed even if the student is taking subjects to complete the minor in the final term. Students who file the form late will not only be subject to a late fee but also risk not being awarded the minor. The Registrar's Office has outlined the Guidelines for an Undergraduate Minor.

Not-Registered Degree Candidate

Occasionally a former student may become a Not-Registered Degree Candidate if he or she is:

- Transferring credit to complete outstanding requirements
- Completing an outstanding I or OX grade
- Cleared to graduate following a financial or disciplinary degree hold

A Not-Registered Degree Candidate must file a degree application. Contact the Registrar's Office to obtain access to the online degree application.

A Not-Registered Degree Candidate does not register for any subject or pay tuition. He or she is not a student and is not eligible for an MIT identification card, housing, financial aid, and any other student services.

To transfer in credit the Not-Registered Degree Candidate must submit a Request for Additional Credit Form signed by the appropriate transfer credit examiner and arrange for an official transcript, showing the work and final grade(s), to be sent directly to the Registrar's Office. The form and the transcript must be received prior to the CAP degree candidates meeting.

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9. SPECIAL PROGRAMS AND SITUATIONS

Simultaneous Bachelor's and Master's Degrees

An undergraduate student of the Institute who is enrolled as a candidate for the bachelor's degree and wishes to pursue simultaneous bachelor's and master's degrees must successfully apply through MIT Graduate Admissions in the appropriate department. Students considering doing this who receive financial aid should contact Student Financial Services (SFS).

Advancing Class Year

With the approval of his or her faculty advisor, a student may follow a program leading to an SB degree in fewer than eight terms (provided freshman, IAP, and CAP-imposed credit limits are observed). The advisor may write the Registrar's Office, requesting a year change. The advisor should also inform the departmental undergraduate office.

After one semester freshmen may advance class year only if they are offered early sophomore status by the Director of the Office of Undergraduate Advising and Academic Programming. To be eligible for early sophomore status, a student must have completed by the end of the first term 25% of the undergraduate program, including a majority of the Science Requirement and an appropriate Communication Intensive subject (either a CI-H or CI-HW).

In some departments, a change in year classification may result in a change of advisor assignment. If a student wishes to keep his or her present advisor after a change in year is made, he or she should check with the department undergraduate office to see if this is possible.

A student considering a change in class year should also check its effect on his or her eligibility for financial aid and special programs. A change in class year does not affect a student's ability to remain in on-campus housing for eight terms, but it may affect his or her rooming priority in a given residence hall.

If a student spends only one semester as a sophomore and advances to junior standing, he or she does not have a second semester in which to designate an Exploratory subject.

Changing Departments

An upperclass student may change departments at any time. Discussions with the faculty advisor and with faculty or administrators in the prospective department are helpful when considering such a decision. The Registrar's Office provides information on how to change a major and how the Institute audit would be affected by the change.

Transfer Students

Full information for entering transfer students is provided on the Transfer Student website maintained by the Office of Undergraduate Advising and Academic Programming.

Substitutions for Requirements

In requesting substitutions for requirements, students should remember that subjects taken to satisfy GIR, departmental, and minor requirements cannot be graded on a P/D/F basis, except for subjects taken by freshmen under Pass/No Record grading. Note: Subjects taken through cross-registration at the Massachusetts College of

Art and Design and the School of the Museum of Fine Arts cannot be used for substitutions as grades for these subjects are recorded at MIT on a P/D/F basis.

General Institute Requirements (GIRs)

To request substitutions for General Institute Requirements, students must petition the appropriate faculty committee. It is strongly recommended that such requests be submitted far in advance of the term in which graduation is anticipated. Petitions are not automatically approved by these committees, and denial of a petition submitted during a student's last term may jeopardize graduation.

The Committee on Curricula (COC) reviews petitions for substitutions for the Institute Laboratory and REST subjects. Information about these petitions can be found on the Registrar's website.

The Subcommittee on the Humanities, Arts, and Social Sciences Requirement (SHR) reviews petitions for substitutions within the HASS Requirement. Transfer credit may not be used for the Distribution Component of the Requirement. Information about these petitions can be found on the HASS Requirement website.

Petitions regarding the Communication Requirement are reviewed by the Subcommittee on the Communication Requirement (SOCR). Information about these petitions can be found on the Communication Requirement website.

Departmental Requirements

If a student wishes to make a substitution for a departmental requirement, such a request should be made through the department concerned. Since procedures vary, the student should contact his or her advisor, or the department's undergraduate office. A student who wishes to substitute a UROP or other research subject for a departmental requirement must submit a letter of intent to that department. The department makes the decision concerning a substitution.

Transfer of Credit for Work Done at Another College

A registered regular student who wishes to receive credit for work done at another college must obtain approval from the transfer credit examiner of the appropriate MIT department. A student who plans to register for a subject at another college (for instance, during the summer) should consult the appropriate MIT transfer credit examiner **in advance** to determine whether the subject is suitable for transfer credit. For transfer credit for GIR subjects, please see procedures listed above. Transfer credit is processed through the Registrar's Office following review by the appropriate faculty committee when required.

Students who study for a year at Cambridge University as part of the Cambridge-MIT Exchange program (CME) should plan their program of study in advance with their MIT departmental exchange coordinators. The Global Education Office at MIT works with departments and the Registrar's Office to expedite the transfer credit process for CME students.

Entering freshmen who seek MIT credit for study at other colleges or universities must also obtain approval of that credit from the transfer credit examiner of the appropriate MIT department and provide the documentation described above. Any course not documented by an official college/university transcript will not be accepted for Institute credit. This includes courses listed on a high school transcript, even if they were taken in a college. This credit is processed for freshmen through the Office of Undergraduate Advising and Academic Programming (UAAP).

Disabilities

As required under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, Student Disabilities Services (SDS) makes reasonable efforts to provide appropriate accommodations and assistance to undergraduate and graduate students with disabilities. Students with disabilities should discuss their needs for reasonable accommodations with the Student Disabilities Services staff.

Undergraduate Student Costs

Information on tuition, fees, removal of services and notifications to students with unpaid balances can be found in the MIT Course Catalog.

CAP Policy on Financial Holds

The Committee on Academic Performance will entertain a petition from a student formerly on financial hold for late registration or retroactive awarding of credit only with the recommendation of a majority of a committee made up of the Director of Student Financial Services (SFS), the Registrar, and the team leader of Student Support Services (S³), or their delegates.

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10. SUPPLEMENTARY PROGRAMS

Minor Programs

The minors are cohesive programs providing significant experience in their disciplines. The general guidelines for an undergraduate minor are found on the Registrar's web site. Detailed information on minor programs in Architecture, Engineering, HASS, Management, and Science fields appears in the MIT Bulletin. Completion forms for minors in Architecture, Engineering, HASS, Management, or Science should be submitted no later than the end of the third week of the student's final term. The completion form must be filed even if the student is taking subjects to complete the minor in the final term. Students who file the form late will not only be subject to a late fee but also risk not being awarded the minor.

Undergraduate Research, Internships and Independent Study

Many students augment their scheduled classes with individually planned academic activities. These activities include undergraduate research, special projects, internships, fieldwork, and co-op programs. Specific registration details and other relevant information are available from the appropriate office.

- Undergraduate Research Opportunities Program (UROP)
- Career Development Center
- Public Service Center (PSC)

To propose an Independent Study within an academic field:

1. Pick a topic area and outline a brief study proposal.
2. Speak with professors in your area of interest about being your supervisor. If you cannot find a professor or do not know of any, contact the department's Academic Administrator or look at the academic department's faculty listings to find a professor with similar interests.
3. Once you have obtained a supervisor for your project, you must agree with him/her how your work will be graded (P/D/F or letter grade) and how many units you will earn.
4. Register for credit using an appropriate departmental subject number for independent study.

Cross-Registration

Full-time MIT students may cross-register during the fall and spring terms for subjects at Harvard University, Wellesley College, the Massachusetts College of Art and Design, or the School of the Museum of Fine Arts with no additional tuition fees. Cross-registration instructions are published on the Registrar's Office website.

Study Abroad and Domestic Study Away

Undergraduate students who wish to spend a year, a term (including IAP) or a summer abroad or away at another US College have many options, including MIT-managed programs.

Global Education (part of Global Education and Career Development or GECD) provides support and guidance for students preparing to study domestically or internationally. Distinguished Fellowships, which is also part of Global Education, guides students through the application process for a number of prestigious awards for foreign study, including but not limited to the Rhodes, Marshall, Mitchell, Gates, and Fulbright. MIT-managed and external study abroad programs are listed on Global Education's Study Abroad website. A student planning to participate in one of these programs in his or her senior year should, prior to leaving the Institute, consult the Registrar's Office about his or her audit for graduation.

Global Experiences

In addition to study abroad, there are many global opportunities available to MIT students. Please visit Global Education's Go Global website for additional information.

Academic Guide for Undergraduates and Their Advisors

11. NON-DEGREE STUDY

Undergraduate Special Students

The Institute can accept a limited number of undergraduates who wish to undertake special studies and who are not degree candidates at MIT, but who have had at least one year of study at another college or university. Special Students enjoy most of the privileges of the regular student but are not eligible for campus housing or financial assistance from MIT. Students wishing to apply for special student status should visit the Special Student website.

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12. ACADEMIC STANDARDS AND END-OF-TERM PROCEDURES

Academic Integrity

MIT students are expected to act with full integrity in all academic endeavors. A handbook for MIT students on Academic Integrity provides information on acknowledging sources correctly, collaborating on assignments, and writing original computer code. More information and resources appear on the Academic Integrity site.

A faculty member may submit either a letter to the Office of Student Citizenship to place in a student's disciplinary file or a formal complaint to the COD regarding any matter of academic dishonesty as described in the Academic Integrity handbook. Further information regarding the process and guidelines to steps followed in every case may be found at the Committee on Discipline (COD).

A policy statement on Academic Dishonesty and Misconduct is available in section 10.2 of MIT Policies and Procedures. More information on violations can be found in the MIT Bulletin in the section on Complaint and Disciplinary Procedures.

Minimum Academic Standards

The Committee on Academic Performance (CAP) monitors student performance and ensures that departmental standards are equitable across the Institute. The Committee carries out this role through its End of Term Review, when it takes action in consultation with academic departments, advisors, and resource staff. The CAP website offers detailed information for students, advisors, and departmental representatives about this review and how to respond to it.

Decisions of the Committee on Academic Performance

The department reviews each student's performance and prepares a recommendation for the Committee on Academic Performance (CAP). CAP discusses each student's performance and makes one of the following decisions:

- No Action
- Warning
- Required Withdrawal

A student who is required to withdraw from MIT should discuss a course of action with a dean in Student Support Services (S³) and with his or her academic advisor to facilitate possible readmission at a later date.

End-of-Term Procedures for Special Students

Because special students must be readmitted for each semester, the Committee on Academic Performance (CAP) does not usually take any action with regard to the academic performance of special students.

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13. WITHDRAWAL AND READMISSION PROCEDURE

Withdrawals

All voluntary withdrawals and medical withdrawals are processed by Student Support Services (S³). Please visit their website for more information about Withdrawals, and also see How to Apply for Readmission after a Withdrawal

Finishing Current Term on Reduced Load

For a variety of reasons, rather than withdrawing, a student may choose to remain at MIT and finish the semester on a reduced load. The Registrar's Office defines a reduced load as a registration load of less than full-time (36 units). This should be arranged by the student, with the concurrence of a dean in Student Support Services (S³). Subjects that cannot be completed during the term should be dropped by Drop Date. Late drops require a petition to the Committee on Academic Performance (CAP). Students should consult the student financial aid staff in Student Financial Services, 11-120, about possible adjustments in financial aid. International students are required by immigration regulations to be registered full-time when school is in session in order to maintain legal status in the United States. Students should check with the International Students Office if they have any questions.

Suspension of Services

An undergraduate who has withdrawn, or is ineligible to register for other reasons, no longer has student status and may not use Institute services, as described below:

- A student on withdrawal is not allowed to reside in MIT owned or affiliated housing (e.g., campus residences, apartments, fraternities, sororities, or independent living groups), attend classes at MIT, perform research at MIT, work at MIT, participate in student life activities or with student life groups, or utilize other MIT facilities.
- The MIT Card will be deactivated, and the individual will not be authorized to use the services for which the card provides access. These services include but are not limited to the libraries, the dining system, computing resources, and Institute housing.
- In most cases, the individual will be permitted to retain an mit.edu email address. All other computer services, including Athena access and use of MIT licensed software, will be suspended.
- The individual will be excluded from the student payroll and may not participate in UROP.
- The individual will not be placed on class rosters. S/he will not be allowed to participate in class projects. Work that is turned in for class will not be graded or returned.

Readmission to MIT

As the Faculty Rules and Regulations state (section 1.73.5), "the Committee on Academic Performance (CAP) shall act with power on applications for readmission at the undergraduate level after a voluntary, medical, or required withdrawal." The deans in Student Support Services coordinate many facets of the readmission process on behalf of the CAP. Students who have been away from MIT for the requisite amount of time on a voluntary, medical, or academic required withdrawal are eligible to apply for readmission. The readmission process has been designed to verify that students are ready to return successfully to MIT. Please visit the Student Support Services (S³) website for more information about readmission.

Returning to MIT After an Extended Absence

As stated in the Rules and Regulations of the Faculty in section 2.84, "A student who does not graduate within ten years of first entry will normally be expected to fulfill the requirements of the class with which he or she graduates." However, subjects previously taken to satisfy the General Institute or Departmental Requirements may be counted toward current requirements with the permission of the organizations and offices that administer those requirements. A student who will not graduate within ten years of his or her original date of entry should contact Student Support Services and consult with a dean about application for readmission. If appropriate, Student Support Services will make a referral to the Committee on Curricula (CoC) for a full academic review to determine the student's status with respect to the General Institute Requirements (GIRs). Please visit the Student Support Services (S³) website for more information about readmission.

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APPENDIX A: BAKER FOUNDATION GUIDELINES FOR UPPERCLASS ADVISING

Advisors should...

- Offer academic advice and guidance. This could include assistance in choosing classes, fulfilling degree requirements, deciding on research interests, finding faculty/staff for UROPs, theses, etc., and pointing students in the right direction to find out about administrative procedures.
- Get to know students and their record well enough so that they can provide informed assistance in case of academic difficulties (e.g., when students are discussed at CAP, when they are not performing well in classes, etc.) and give them friendly support.
- Offer assistance or direct students to the right place to determine post-MIT plans (e.g., choosing graduate schools and advice on jobs).
- Inform advisees of office hours, and encourage them to drop by at that time or to schedule an appointment to meet at a later time. Let advisees know the best way and time to reach them.
- Take the initiative to meet with their advisees, particularly during their sophomore year, because oftentimes students who need the most help are afraid to ask.
- Maintain confidentiality of advisees' records.
- Create an environment in which students feel comfortable talking to them.
- Respect their advisees' decisions and support their goals, while challenging them to think through their plans.
- Be concerned with their advisees as people.
- Communicate their expectations of their advisees to their advisees.

Advisees should...

- Expect their advisors to be available at least by appointment during the regular academic term. Students should not necessarily expect to be able to drop into their advisors' offices to meet with them.
- Not expect their advisors to be close, personal friends.
- Expect their advisors to act as mentors and not just as paperwork signers.
- Take the initiative to meet with their advisors more than just on Registration Day.
- Be sure to meet with their advisors if they are having academic difficulties.
- Expect to assume a gradual increase in responsibility for maintaining their relationships with their advisors, as they progress through MIT.
- Believe that they are worthy of their advisors' time.
- Feel comfortable talking about non-academic issues.
- Take the initiative in developing good relationships with their advisors so that they will have someone to talk to about their problems and concerns and so that they will have someone to write a letter of recommendation for them when it comes time to applying for graduate/professional school.
- Know that they have the right to change their advisors if they feel that they are not getting adequate advice.
- Communicate their expectations of their advisors to their advisors.

Departments should...

- Make every effort to match interests (e.g. research, personality) of advisors and students.
- Make it clear to students that they have the right to change their advisors if they feel that they are not receiving good advice or they have trouble talking to their advisors.
- Inform advisors and students of all the resources available within the department and in the Institute (perhaps in the form of a guidebook).
- Have some type of orientation for incoming majors (towards the end of freshman year) and new advisors to familiarize them with the department and its procedures.
- Monitor student's fulfilling of degree requirements.
- Provide an effective support system to advisors and advisees in the form of an undergraduate office that is knowledgeable and helpful.