

# Guidelines of the Committee on Curricula

[September 2020]

In this revision, the guidelines have been updated to reflect changes approved by the Committee during the 2019-2020 academic year. Suggestions for further revision are very welcome and should be addressed to the attention of the Chair and Executive Officer.

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## 1 INTRODUCTION

The Committee on Curricula acts with power on proposals to create, revise, or cancel undergraduate subjects, on proposals to create, revise, or terminate undergraduate curricula, on student applications for double majors, and on student petitions for exceptions to the General Institute Requirements (REST and Institute Laboratory subjects). In addition, the Committee serves as the Faculty advisory body to the Registrar. These guidelines cover each of these functions of CoC in turn.

### **From Rules and Regulations of the Faculty 1.73.3**

[\[http://facultygovernance.mit.edu/rules-and-regulations#1-73-3-curricula\]](http://facultygovernance.mit.edu/rules-and-regulations#1-73-3-curricula)

The Committee on Curricula shall consist of six elected Faculty members, four undergraduate student members, and the following *ex officio*s, nonvoting members: the Vice Chancellor (or designee), the Registrar, one member designated by Vice Chancellor, and the Chair of the Committee on the Undergraduate Program.

- a. The Committee shall interpret and implement undergraduate educational policy as approved by the Faculty.
- b. The Committee shall act with power on proposals for subjects which may be used to satisfy the Restricted Electives in Science and Technology Requirement and Laboratory Requirement within the General Institute Requirements and shall report such actions to the Faculty. Only subjects with prerequisites such that the subjects can be taken by first- or second-year undergraduates are eligible for this purpose; except that the Committee is authorized to specify other subjects which may be used to satisfy the Laboratory Requirement. Approved Laboratory subjects shall emphasize as much as possible work of project type or laboratory technique which follows approaches used by professionals in the field.
- c. The Committee shall act with power for the Faculty on requests from individual students for exceptions to the General Institute Requirements.
- d. The Committee shall act with power on proposals for changes in undergraduate subjects of instruction and shall report all approved changes to the Faculty.
- e. The Committee shall act with power on proposals for new curricula, changes in existing curricula, and discontinuation of existing curricula, when such proposals do not involve substantial changes in policies relating to undergraduate educational matters. All approvals shall be reported to the Faculty. Each department shall indicate whether the proposed curriculum shall lead to the degree Bachelor of Science in a specified field or to the degree Bachelor of Science without designation of field. In the latter case the graduate's record and transcript shall indicate the department recommending the degree. Upon request of a department, the Committee may approve in the case of an individual student a program leading to the degree Bachelor of Science without designation of field.
- f. In considering proposals to terminate existing curricula, the Committee shall determine that adequate provisions are made to: (1) enable students currently enrolled in the curriculum to complete their academic requirements; (2) give reasonable notice to all departments whose curricula may be affected by the termination; and (3) advise other relevant Faculty committees of changes affecting Institute Requirements.
- g. The Committee shall serve as the standing Faculty advisory body to the Registrar.

## 2 SUBJECTS: General Issues

The Committee meets bi-weekly between mid-September and April, and at least four times during IAP, to review all proposals for new or substantially revised undergraduate subjects for the following academic year, including proposals to eliminate subjects. However, because of pre-registration deadlines, no proposals for the following fall term are considered beyond the first week in April except under extraordinary circumstances. At the Committee's discretion, proposals regarding subjects that are offered only during the Independent Activities Period (IAP), spring term, or summer session, may be reviewed as late as the September prior to that term.

The Committee acts on proposals for subjects to be added to or deleted from the list of subjects that fulfill the General Institute Requirements; additions or deletions of core science subjects also require Faculty approval.

Changes in the General Institute Requirements are reviewed by the CoC and the Committee on the Undergraduate Program before transmission to the Faculty for discussion/approval.

The Committee reviews all proposals requesting P/D/F grading for undergraduate subjects or requesting the permission to use the grades of **T** (for subjects that span two consecutive terms and offer fixed units of credit) and **J** (for subjects that span multiple terms and offer variable units of credit, which are cumulative).

### 2.1 GENERAL GUIDELINES FOR REVIEWING SUBJECT PROPOSALS

When reviewing proposals during meetings, the Committee considers the following factors:

- The **title** should be descriptive of the subject's content. If the subject is part of a sequence, the title should clearly reflect that.
- The **prerequisites and corequisites** should be appropriate for the level of the subject. Prerequisites and corequisites should not be included in the subject's description. Specific subject numbers should be used to identify prerequisites and corequisites wherever possible.
- The **units** should reflect the content of the subject (e.g., there should be lab units for a laboratory subject).
- The **description** should clearly convey the subject's content to undergraduates and broader audiences (e.g., future employers, peer institutions) and the content itself must be appropriate for undergraduates. **General terms** rather than discipline-specific terms should be used wherever reasonable. Its **tone** must be appropriate for a subject listing (informational rather than promotional).
- If there is language in the subject description stating that the subject is **limited to a specific population**, that limitation should be appropriate.
- There must be an **MIT instructor** in charge of the subject.
- The subject's **grading** must be appropriate.

- If the subject's content **overlaps with another department's area**, there must be evidence that the department has been consulted.

If a subject used in a departmental program is being canceled, the department must make provisions to replace it or revise the curriculum. The department should also consider how this change will affect a student's progress through the degree.

## 2.2 SPECIAL GRADING ISSUES

### *Subjects using J (continuing) grading or T (temporary) grading*

- Subjects that are planned to extend over more than one term should obtain approval for special grading. Subjects such as Thesis, UROP, or At Plant registration (internship or industrial practice) are typically assigned **J grades**, with a final grade being awarded upon completion of the work. J-graded subjects are offered for variable units of credit, which are cumulative.
- Subjects that cover the equivalent of one term's work over the course of two consecutive terms must obtain prior approval of CoC to offer a **T grade** at the end of the first term, with the final grade awarded when the subject is finished. Such subjects must be offered for fixed units of credit.

## 2.3 UNDERGRADUATE VS. GRADUATE SUBJECTS

When an undergraduate subject meets with a graduate subject, the department must specify in the subject description of both subjects that there are different expectations for students seeking graduate credit. In these situations, the CoC takes special care to assess whether the necessary background and prerequisites are sufficiently clear and feasible.

The CoC and the CGP have affirmed the principle that *the scheduling and administration of linked graduate and undergraduate subjects will be governed by undergraduate rules.*

Because undergraduate students are permitted to take graduate subjects, the Committee will closely review the language used to differentiate graduate from undergraduate subjects that share a scheduling relationship. The Committee recommends using the following phrase to introduce that element of each description: "Students taking graduate version..."

## 3 SUBJECTS: GIR Subjects

### 3.1 PREREQUISITES

The Committee pays close attention to **prerequisites** when reviewing all GIR subjects.

Prerequisites for **Institute Laboratory** and **REST** subjects should not exceed those that might be satisfied by a typical first-year program; except that the Committee may approve more advanced prerequisites for Institute Laboratory subjects where appropriate.

### 3.2 SCIENCE CORE SUBJECTS

The subjects in the Science Core that are offered by MIT Departments are specified in Regulation 2.84 of [Rules and Regulations of the Faculty](#). Any substantial changes to those subjects, or any new Core subjects, must be proposed by the appropriate department and approved by the Committee on Curricula (CoC) and the Committee on the Undergraduate Program (CUP). Any additions or deletions to the list of subjects in Regulation 2.84 must be approved by the CoC, the CUP, and the Faculty.

### 3.3 HUMANITIES, ARTS, AND SOCIAL SCIENCE (HASS) SUBJECTS

Proposals for new HASS GIR subjects and for substantial changes to existing HASS GIR subjects are reviewed and approved by the Subcommittee on the HASS Requirement (SHR), which in turn forwards proposals to the CoC for final review. Proposals for communication-intensive HASS subjects (CI-H, CI-HW) are also reviewed and approved by the Subcommittee on the Communication Requirement (SOCR) prior to CoC review.

### 3.4 RESTRICTED ELECTIVES IN SCIENCE AND TECHNOLOGY (REST) SUBJECTS

The CoC has agreed that subjects submitted by departments to fulfill the REST Requirement must satisfy the guidelines outlined below.<sup>1</sup>

A REST subject:

1. Provides breadth in the knowledge of science or engineering, at a level suitable for first-year and second-year undergraduates (typically, though not exclusively, up to one or two Core Science subjects as prerequisites).
2. Provides an understanding of scientific inquiry (as distinct from understanding the results of such inquiry).
3. Provides reinforcement and refinement of ideas in the Science Core.
4. Is not too specialized, too advanced, or devoted chiefly to instruction in a particular skill.

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<sup>1</sup> The criteria used were established largely by the Committee on the Science Requirement (CSR).

A REST subject may be an introductory subject to an area of analytical endeavor within the professional field of the department (not a survey subject). It may also be a prerequisite to one or more professional subjects in the field.

The list of REST subjects will be reviewed by the CoC every two years.

In 2013-14, the CoC began to approve specific sequences of 6-unit subjects that will count for REST credit (e.g., [6.0001/6.0002](#)). REST credit is awarded only for the completion of the approved sequence; taking the first subject in the sequence does not fulfill half of a REST subject. In all cases, the half-term, 6-unit subjects were developed as a replacement for full-term, 12-unit subjects. However, in some cases, the full-term subjects are offered in parallel with the half-term subjects.

### 3.5 INSTITUTE LABORATORY SUBJECTS

The following criteria, excerpted from the Bulletin and the Rules and Regulations of the Faculty, should be considered when evaluating subjects being proposed for Institute Lab credit.

**From the 2020-2021 *Bulletin*:**<sup>2</sup>

[\[http://catalog.mit.edu/mit/undergraduate-education/general-institute-requirements/#laboratoryrequirementtext\]](http://catalog.mit.edu/mit/undergraduate-education/general-institute-requirements/#laboratoryrequirementtext)

The Institute Laboratory Requirement consists of subjects that require a major commitment of the student's attention in comprehensive projects rather than stand-alone experiments or exercises. The primary emphasis of an Institute Laboratory subject is to stimulate a student's resourcefulness, planning skills, and analysis of observations. Institute Laboratory subjects combine ideas, methods and techniques that would be familiar to a professional in the subject's discipline. While a Laboratory subject may teach specific techniques, the techniques themselves are not the primary emphasis. Under faculty supervision, the student is responsible for planning and designing the experiments or projects, including selecting measurement techniques, executing the plan, analyzing results, and presenting their conclusions. Details of the elements that comprise an Institute Laboratory differ between disciplines.

The Laboratory Requirement is met by successfully completing subjects designed and approved for this purpose. Each Institute Laboratory subject provides a designated number of units toward the Laboratory Requirement. Such subjects may be taken in any combination to fulfill the Requirement so long as the student completes 12 units in sum designated as counting towards the Laboratory Requirement. Any units taken as part of these subjects beyond the 12 needed for completion of the Laboratory Requirement will be counted as units beyond the GIRs. At least a portion of the Laboratory Requirement is suggested to be fulfilled in the first two years.<sup>3</sup>

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<sup>2</sup> The *Bulletin* description includes a list of all subjects that satisfy or count toward this requirement.

<sup>3</sup> In 2015-16, description of Requirement was revised to remove explicit reference to "phenomena of the natural world" and to emphasize hands-on project work. In 2016-17, description was revised further based on changes to Faculty Regulation 2.84 to allow for Laboratory subject(s) or modules constituting 12 units (in sum) rather than one subject of 12 units or two subjects of at least six units each.

**From the Rules and Regulations of the Faculty 2.84:**

[\[http://facultygovernance.mit.edu/rules-and-regulations#2-84\]](http://facultygovernance.mit.edu/rules-and-regulations#2-84)

Laboratory subjects(s) or modules constituting 12 units (in sum) designated for the Laboratory Requirement, such that the Laboratory work will call for a major commitment of the student's attention; it is suggested that students satisfy at least a portion of the Laboratory Requirement during the first two years.

In reviewing proposals for subjects or modules that count toward satisfying the Laboratory Requirement, the CoC also considers the following:

- Subjects of 9-15 units count as one subject; subjects of at least 6 units but fewer than 9 units count as half-subjects, and subjects of fewer than 6 units are considered modules.
- At least half of the units of the class should focus on the Laboratory. Often times, this will be captured in the middle laboratory/design/fieldwork component of the unit distribution, e.g., the 6 in a 2-6-4 subject. However, a "major commitment of the student's attention to one or more experimental problems" may also come in the form of time spent in lecture, recitation, readings, or other preparation. The number of units that satisfy the Laboratory Requirement must be identified in the Institute Laboratory units field on the proposal form.
- The proposal must explain how the subject meets the criteria for a Laboratory as described in the *Bulletin*.
- A subject that provides 12 units of Institute Laboratory credit may not serve as a prerequisite for another Institute Laboratory subject.

### **3.6 GIR SUBJECTS OFFERED THROUGH LEARNING COMMUNITIES**

The Concourse Program and Experimental Study Group (ESG) are authorized to offer subjects that fulfill General Institute Requirements as follows:

- Each subject taught in the Science Core must meet the academic standards of the departmental subjects. Any substantial change to an existing subject, and any proposal to establish a new subject, must be approved by the appropriate academic department, the CoC, and the CUP. Because these subjects are available only to students in these programs, they are not listed in Regulation 2.84. However, they are considered equivalent to the listed subjects as prerequisites for departmental programs.
- Any REST subject taught as an alternate version of a regular departmental subject must meet the academic standards of the departmental subject. Any substantial change to such a subject, and any proposal to establish a new subject, must be approved by the appropriate department and the CoC.
- Any subject taught for HASS credit must be approved by the Subcommittee on the HASS Requirement (SHR) and the CoC. In addition to those approvals, any subject taught as a communication-intensive HASS subject (CI-H or CI-HW) must be approved by the Subcommittee on the Communication Requirement (SOCR). Any substantial change to an existing HASS subject, and any proposal to establish a new HASS subject, must be approved by the same committees.

## 4 SUBJECTS: The Communication Requirement

A description of the Communication Requirement may be found in the *Bulletin*.<sup>4</sup> Additional information can be found on the [Communication Requirement website](#) and in the section of the *Bulletin* on the HASS Requirement. Details concerning the CI-M subjects for each major appear in the descriptions of the individual undergraduate degree programs.

The CoC does not generally evaluate a subject's suitability for the Communication Requirement, except when particular issues arise in the context of the normal subject approval process. A subject proposed as satisfying the Communication Requirement is considered first by the Subcommittee on the Communication Requirement (SOCR), which transmits its decision to CoC.

Though SOCR is the first reviewer of proposals for Communication-Intensive subjects, CoC has final approval of subjects and their integration into the departmental program.

CoC requires that subject descriptions for CI subjects include a brief phrase conveying the way that instruction in communication will be accomplished. The recommended wording is: "Instruction and practice in written and oral communication provided."

### 4.1 CI-H AND CI-HW SUBJECTS

Subjects being proposed for CI-H and CI-HW status are first reviewed by the Subcommittee on the HASS Requirement (SHR) and SOCR. SOCR sets and communicates to departments a deadline for submitting changes to CI-H and CI-HW subjects that falls in early December, well before the normal deadline for other subject proposals. Proposed revisions or removals of these subjects must also be reviewed by SOCR and SHR before CoC reviews them.

Once SOCR and SHR have reviewed CI-H and CI-HW subject proposals, the committees communicate approval of new, revised, or removed subjects to CoC.

As stated in the Final Report of the CUP Subcommittee on the Communication Requirement, SOCR periodically reviews existing CI-H subjects. If a subject's CI-H status is revoked, SOCR will communicate this information to CoC in a timely manner.

### 4.2 CI-M SUBJECTS

SOCR is responsible for ensuring that each departmental program includes at least two CI-Ms, and that they are scheduled in the departmental program so that students generally take one in the sophomore or junior year and one in the senior year. Departments can also allow students to substitute a CI-M from another department. Departments must ensure that all degree programs include a CI-M component.

SOCR sets and communicates to departments a deadline that falls in early December, and normally corresponds with the CoC deadline for curricular proposals, to ensure that SOCR reviews any changes affecting the CI-M component of a degree program before the CoC reviews subject and curricular changes for the next academic year. Departments submit all proposals to create, revise, remove CI-M status, or remove CI-M subjects from

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<sup>4</sup> <http://catalog.mit.edu/mit/undergraduate-education/general-institute-requirements/#communicationrequirementtext>

the catalog, as well as proposed revisions of undergraduate curricula that affect the CI-Ms, to SOCR and CoC. Once SOCR has reviewed these changes, the Committee communicates its approval to CoC.

If a subject being proposed as a CI-M has already been approved for a General Institute Requirement (e.g., Institute Lab or REST), CoC ensures that the subject continues to meet the criteria for the Institute Requirement, and relies on SOCR to ensure that the subject meets the criteria for the Communication Requirement.

If CoC receives changes to undergraduate curricula that it believes affect the Communication Requirement, it refers them to SOCR for review.

## 5 SUBJECTS: First-Year Advising Seminars

**Note:** To facilitate timely approval of proposals at times when the CoC is not meeting, the Committee delegates to its chair the authority to review proposals for undergraduate seminars.

All first-year advising seminars (FAS) are graded P/D/F and normally carry three units of academic credit.<sup>5</sup> The numbering of these subjects is distinguished by an A following the decimal point (e.g., 2.A04).

When reviewing advising seminars, CoC is mindful of their less formal, more spontaneous nature. However, just like other subjects, seminars will be reviewed for academic content. If there are doubts about academic content, the proposal will be returned for clarification.

Non-faculty instructors must obtain the authorization of a department head or dean before submitting a proposal. CoC does not normally undertake evaluation of instructor qualifications. However, a brief statement of the teaching credentials of non-faculty instructors will facilitate the approval process.

Faculty have blanket departmental approval to teach seminars within their department. To teach a seminar with a number from a different department, they must obtain authorization of the other department head.

If the subject matter is outside the "official" area of expertise of the instructor, the biographical statement in the proposal should indicate the instructor's credentials or qualifications in the relevant field. If the content extends into areas within the jurisdiction of another department, CoC may ask the administrator who submitted the proposal to contact the relevant department.

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<sup>5</sup> In 2018-19 (for Fall 2019), the number of units normally awarded for first-year advising seminars was reduced from six to three to bring the credit hours in line with the expected time commitment. As part of the CUP's Experimental Grading Policy to Increase Flexibility for Exploration and Discovery in the First Year (Phase 2), FAS will count toward the discovery-focused credit limit that allows students to take up to nine units of discovery-focused subjects beyond the regular 48-unit credit limit.

## 6 SUBJECTS: ROTC Subjects

The Committee approves ROTC subjects.

- **MIT academic credit for ROTC-required coursework** will be given only for subjects and seminars that are cross-listed (offered jointly) with a sponsoring MIT department, endorsed by the ROTC Oversight Committee, and have been reviewed and approved by the Committee on Curricula. Such credit-bearing subjects are published in the Catalog with a footnote instructing Tufts students to register under the ROTC number and MIT, Harvard and Wellesley students to register under either number.
- Academic credit is generally not given for essentially "vocational" ROTC subjects that have largely military content or technique.
- Non-credit-bearing ROTC subjects **do not count in Term or Cumulative Grade Point Averages.**

## 7 SUBJECTS: IAP Subjects

### 7.1 GENERAL GUIDELINES

Subjects offered for credit during IAP are treated exactly like subjects offered for credit during regular terms. CoC approves them on the same basis and following the same procedures.

- **Subjects offered regularly during IAP** should be listed in the MIT Catalog and submitted in accordance with catalog deadlines. Each IAP subject offered for credit must have a number that has been approved by the CoC.
- If a subject is **offered both during IAP and one of the regular terms**, the same number of units must be awarded and grading must be done on the same basis (i.e., letter grades or P/D/F) as approved for that subject number. If the number of units or grading policy differs, the subjects must be submitted to the CoC separately with different numbers, titles, and descriptions.
- Any **one-time or periodic IAP subject** offered for credit that is not covered by existing subject numbers must be assigned a special subject number. If an IAP subject has been offered twice under a special subject number and the department wants to continue to offer it in subsequent years, a proposal must be submitted to the CoC to establish a permanent listing with a regular subject number, title, and description.
- A subject can be graded P/D/F during IAP only if it has been approved with P/D/F grading.

### 7.2 REQUIRED SUBJECTS OFFERED ONLY IN IAP

As voted by the Faculty, a department may offer up to **12 units of its required departmental subjects as an IAP-only offering**. Proposals for these subjects will be reviewed on an individual basis and approved by CoC for academic content.

Required subjects offered only during IAP must adhere to the following guidelines:

1. Departments may require **no more than 12 units of their undergraduate programs** to be completed during a single IAP.
2. If a combination of subjects is required, the subjects must be scheduled so that a student may complete all of the subjects in a single IAP. An aggregate of no more than 12 IAP-only units may be required.
3. There must be flexibility in scheduling the year in which students must take an IAP-only requirement. This implies that a viable alternative must exist for IAP-only subjects which are prerequisites for other subjects, so students can miss a particular IAP without penalty.
4. Required subjects offered only during IAP must not be created simply by compressing regular-term subjects. Subjects should be appropriate to the intensive schedule and unique pedagogical opportunities offered by IAP.
5. Departments are advised to prepare explicit contingency plans in case members of the planned teaching staff suddenly become unavailable.

**The total credit a student can earn during IAP is 12 units.** Credit units for IAP work, whether in regular or special subjects, must be awarded on the same basis as in a regular term as defined by the Faculty Regulations, i.e., "one unit of credit represents approximately one hour per week of lecture, exercise, or preparation for one term." During IAP, this means a total of approximately 14 hours per unit of credit.

## 8 SUBJECTS: Enrollment Management<sup>6</sup>

Note: This section is reprinted, with minor edits, from the source cited in the footnote below.

The number of limited-enrollment undergraduate subjects at MIT has increased over the last several years. This is a departure from the longstanding MIT practice of striving to ensure that all students may take the subjects they wish whenever they are offered, so departments are urged to provide adequate staffing for their subjects. Nevertheless, subject over-enrollments occur and need to be managed. Below are the guidelines to be followed when enrollment sizes are limited. The primary goal is to minimize the class time taken up by lotteries and their cascaded effect on departments' allocation decisions and students' curricular choices. When over-enrollment problems are not resolved until the first meeting of the affected subjects, the range of options available to all involved is necessarily limited. Thus, the basic concept of these guidelines is to use the pre-registration process as the time for resolving most over-enrollments.

1. **Adequate staffing coverage.** Although issues of funding, faculty availability, and balance among disciplines within departments must be considered, departments should provide, to the extent possible, the teaching resources needed to meet enrollment demands in their subjects.
2. **Involvement of the Registrar.** The Registrar shall provide the information needed in a timely fashion for students, faculty, and departments to respond appropriately to over-subscriptions. For departments or faculty members who request it, the Registrar should provide class lists based on pre-registration, along with some information helpful for selecting students into subjects (e.g., student year, primary and secondary majors and minors). If additional information is required, departments may establish mechanisms for obtaining it directly from the students. The outcomes of these selection processes should be reflected in the class lists provided at the beginning of the term and in students' schedules.

The Registrar's Office also provides enrollment tools to assist departments with managing CI-H/HW subjects and non-CI-H/HW subjects that have limited enrollment. Enrollment tools for CI-H/HW subjects optimize students' choices within priority groups set by the Subcommittee on the Communication Requirement (SOCR); they also create waitlists for all CI-H/HW subjects. All CI-H/CI-HW subjects are capped at 18 or 25 students per section. Enrollment tools for non-CI-H/HW subjects with limited enrollment provide the capacity to drop students from pre-registration, to require instructor approval for adding during the online registration and add/drop periods, and to maintain waitlists.

3. **Guidelines.** Limitation of enrollment in particular subjects should include the following general guidelines:
  - a. *Fairness.* Any mechanism used to cull enrollments should operate according to clearly specified rules that are announced in advance and are widely publicized.

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<sup>6</sup> Source: Joint CoC/CUP Subcommittee Report "Proposed Guidelines for Enrollment Management in Oversubscribed Subjects," May 1995; updated slightly.

- b. *Timeliness.* Students should generally know by Registration Day whether there is room for them in limited-enrollment subjects. The absolute latest time for holding lotteries should be the first class session.
- c. *Student-faculty contract.* Students who are granted a seat in a limited enrollment subject have an obligation to take it. Students who do not show up to claim a seat on the first day of class may lose that seat. Faculty should be obliged to accept the outcome of lotteries, making exceptions to include students in rare cases, and never to exclude lottery-qualified students.
- d. *Record keeping.* Records relating to oversubscription of subjects must be kept in some permanent place, preferably with the relevant Dean of the school or the department. Waitlists should be maintained by subject, not by section/instructor.
- e. *Priority.* It is appropriate for instructors or departments to specify that majors have priority in gaining admission to a subject, so long as it does not help fulfill a GIR. Students who have previously been excluded from a subject shall generally be given priority to take it the next time it is offered. In all cases, departments must be explicit about the priority system to be applied at the time the subject is listed in the time schedule.
- f. *Exceptions.* Departments should be prepared to make exceptions to accommodate extreme situations. These extreme situations should not be accommodated by excluding students from a subject once they have been included in it.
- g. *Publication.* The MIT schedule of subjects will indicate where appropriate the likelihood of limited enrollment in a subject. Faculty who offer a limited-enrollment subject are expected to state on the subject website and on the syllabus the criteria and procedure by which selections will be made. There should be a simple procedure for students to voice complaints about how lotteries are implemented.

## 9 SUBJECTS: Guidelines for Preparing Subject Proposals

The following guidelines are intended to assist faculty and other members of the MIT community in preparing proposals for undergraduate subjects. They should be viewed as a codification of expectations, not as rules.

1. An MIT department administrator or department head must electronically submit to the CoC an **Undergraduate Subject Proposal Form**. Detailed instructions are posted on the Registrar's website: [https://registrar.mit.edu/sites/default/files/2019-04/subject\\_proposal\\_management\\_quick\\_card.pdf](https://registrar.mit.edu/sites/default/files/2019-04/subject_proposal_management_quick_card.pdf).
2. All proposals for new and revised subjects must have the **explicit approval of an academic department head or appropriate administrator**, and must include a statement articulating the need to offer this new subject or change an existing one. The space provided on the proposal form is sufficient in most cases. A lengthy rationale is discouraged. A syllabus may be requested by the Committee if additional information is needed.

In the case of subjects to be offered jointly by two or more departments, all relevant departments must explicitly approve the subject offering.

3. **Proposals to eliminate undergraduate subjects** should be submitted at the same time as proposals for new and revised subjects. The removal of a subject should include a statement from the department giving the reasons for its elimination, as well as an assessment of impact, if any, on the curricula of other departments, General Institute Requirements, etc.
4. **Units and grades:** Undergraduate subjects carry 6 to 24 units (normally multiples of three units) and are normally letter-graded; undergraduate subjects can be graded P/D/F only by explicit permission of the CoC. First-year advising seminars normally carry three units and are graded P/D/F.

It is the policy of the CoC to maintain the distinction between undergraduate and graduate subjects; therefore, the Committee requires separate subject numbers for any subject offering both "U" and "G" credit.

5. It is expected that any for-credit subject will be taught by an MIT faculty member or instructor appointed through normal departmental channels and procedures and that the faculty member has received the approval of their department head to teach the subject.

The CoC recognizes that a number of non-faculty members of the MIT community, such as visiting faculty, post-doctoral or other research staff, members of the administrative staff, and sometimes undergraduate and graduate students, are involved in teaching undergraduate subjects, seminars, and recitation sections. The CoC expects their participation to have the full knowledge and approval of the department head. In such cases, the department head should appoint a regular member of the faculty to oversee the teaching of the subject.

6. Proposals for special subjects are not reviewed by the CoC, nor are proposals to include special subjects in degree programs or minors. Guidelines governing the use of special subjects are posted on the Registrar's website (<https://registrar.mit.edu/faculty-curriculum-support/curriculum-schedule-planning/proposing-subject/special-subjects>).
7. For proposals involving substantive use of digital content, the CoC requires detailed information about the format, time designated for digital learning, and instructional materials used. Consultations with offices such as the Office of Digital Learning and Teaching and Learning Laboratory must also be described within the proposal.

## 10 CURRICULA: Majors

### 10.1 GUIDELINES FOR THE APPROVAL OF NEW UNDERGRADUATE DEGREE PROGRAMS

Proposals to create a new undergraduate degree program must be submitted to the MIT Faculty and its standing committees via an electronic form. The form is available through the MIT Program Management application (<https://catalog-dev.mit.edu/programadmin/>).

The following are based on the official guidelines voted by the faculty, upon which the proposal form questions are based. The official guidelines are available at <https://facultygovernance.mit.edu/sites/default/files/DegreePathwaysGuidelines.pdf>.

#### **I. Characteristics of Degree Program Proposals**

Any degree program proposal should include the following:

- First and foremost, a discussion of why the program makes sense from an undergraduate educational perspective as well as from the perspective of the evolving intellectual trends in the relevant fields. This should include some estimate of reasonable expectations of both student and professional demand for this degree.
- A description of the program. This description should detail the proposed curriculum and other aspects of the students' educational experience, emphasizing the coherence of the overall program. At a minimum, it should include those elements required by CoC for its review of the proposed curriculum as specified on the degree proposal form.
- An assessment of the anticipated impact of the proposed program on existing components of the undergraduate program including, but not limited to, other degree programs and minors.
- Identification of the core faculty who will be responsible for the day-to-day operation of the program and of any broader advisory group that might be required to provide ongoing oversight and assure continuity over time, and a plan to oversee, monitor, and evaluate the proposed program.
- A discussion of the academic and advising infrastructure that will be available to the program.
- Letters of support from heads and chairs of involved academic units (including reports on discussion by affected faculty) and letters of support from relevant Deans (including reports on relevant discussion by School Councils). These letters should discuss not only intellectual content, but also availability of resources (including faculty, administrative support, space, and fiscal resources).
- “**Road maps**” demonstrating how students entering as first-semester sophomores, second-semester sophomores, and first-semester juniors would be able to progress successfully through the program while adhering to faculty rules. The road maps must illustrate how the proposal is in compliance with the subject and unit requirements shown in Section 10.4.

## II. Proposal Routing

- All proposals, once completed as described above, shall be submitted to the CoC staff in the Registrar's Office for consideration by the faculty governance structure.
- Proposals for degree programs must be submitted to the CoC staff *no later than the first week of December* to be considered for implementation during the next academic year.
- The Chair of the CoC shall notify the chairs of the FPC and CUP of all proposal submissions ready for review and offer an initial recommendation for the expected path of review.
- The path to be followed by each proposal will normally be guided by the considerations articulated in section III below. Under these guidelines, the path followed by a given proposal should generally correspond to the degree to which the proposal differs from existing undergraduate degree programs. The Chairs of FPC, CUP, and CoC, acting jointly, have the authority to depart from these guidelines as they deem appropriate.
- The Chair of the Faculty shall notify the MIT community of each new proposal under active consideration by the CoC or CUP and all such proposals shall be posted on the Faculty website.

## III. Guidelines for Proposal Routing

- A. Proposals routed directly to CoC.
  - 1. Revision of a current undergraduate degree program.
  - 2. New degree program from a degree-granting unit. This includes new programs to be offered under the same degree name and department number as well as degree programs to be offered with a new degree name or modified department number.

*Exception:* If the proposal raises issues that “involve substantial changes in policies relating to undergraduate educational matters” (*Rules of the Faculty* 1.73.3.e), the proposal shall first be routed to CUP for review, comment, and approval before it is sent to CoC for approval of the curriculum. (See the CUP Review Process, below.)
- B. Proposals routed to CoC *after* CUP review. (See the CUP Review Process, below.)
  - 1. New interdisciplinary undergraduate degree program.
  - 2. New undergraduate degree program within an academic unit that does not already offer an undergraduate degree program.
- C. Proposals routed to CoC *after* FPC and CUP review.
  - 1. New degree type/designation (e.g., BArch, AB).
  - 2. New degree program that couples an undergraduate degree with a graduate degree.

In these cases, the FPC has original jurisdiction because of the “Institute-wide implications of concern to the Faculty” (*Rules of the Faculty* 1.72.a) and because of FPC’s mandate to “maintain a broad overview of the Institute’s academic programs” (*Rules of the Faculty* 1.72.c). The structure of the curriculum associated with the new degree must be approved by the CoC, which acts with power in this regard. After approval by FPC, CUP, and CoC, such a proposal must then be routed as described in Section IV.

### **The CUP Review Process**

In reviewing curricular proposals, CUP may decide that the proposal should not move ahead, or it may approve the proposal in one of two ways:

- a. CUP may decide that the proposal is acceptable as it stands. In such a case, the proposal shall be referred to CoC for approval of the associated curriculum. In cases where CUP has original jurisdiction, the proposal shall be referred to FPC for ratification of the decisions made by CUP and CoC. Because approved proposals will become permanent degree programs, approval of the full Faculty is also required.
- b. In rare cases, CUP may wish to authorize a program on a provisional basis, subject to the condition that it should undergo further review before it is accepted as a permanent part of the undergraduate program. In such cases, CUP may decide that the proposal would be appropriate to implement as a “limited educational experiment” (*Rules of the Faculty* 1.73.2.c), and may authorize it for a period of 5 years, with responsibility for oversight by CUP. A proposal so authorized shall be sent next to CoC for approval of the associated curriculum. The proposal shall then be sent to the FPC Chair for communication to the Faculty (*Rules of the Faculty* 1.73.2.c) for discussion, comment, and advice.

CUP shall evaluate the experimental program during its third year to determine progress and recommend changes to enhance the program. Any changes to the curriculum are contingent upon CoC approval.

At the conclusion of the 5-year period, if CUP finds that the experiment has been a success, a proposal to make the program permanent shall be prepared and forwarded to CoC for review. With CoC concurrence, the proposal would then be sent to FPC for its approval and then follow the steps in Section IV. If CUP determines that the experiment has not been successful, the academic unit(s) operating the program will be asked to prepare a plan for and oversee its termination. Approval of the termination plan rests with CoC.

*Note: No degree program proposal should be submitted with the specific intent of obtaining an authorization as an experiment. Any proposal for a new undergraduate degree program must make the case for approval of the program as a permanent addition to the undergraduate curriculum.*

#### **IV. Final Steps to Approval**

Final approval for permanent degree programs of the types described in III.A, III.B and III.C, including those emerging successfully from CUP experimental status, requires two additional steps: (a) approval by the Full Faculty; and (b) approval by the Corporation, in sequence.

### **10.2 GUIDELINES FOR PROPOSALS TO DISCONTINUE UNDERGRADUATE DEGREE PROGRAMS**

Proposals to discontinue an undergraduate degree program must be submitted via an electronic form available through the MIT Program Management application (<https://catalog-dev.mit.edu/programadmin/>). Once submitted, the proposal will be routed through the appropriate Faculty governance channel(s).

If the academic unit(s) offering a program should decide to terminate it, the proposal will be reviewed by the CoC, which acts with power (*Rules of the Faculty* 1.73.3.e).

If a proposal to terminate a degree program is initiated by another entity, the Chairs of the FPC, CUP, and CoC shall jointly determine the most appropriate course of action to discuss and act upon the proposal through the faculty governance structure. See the Appendix (Section 16) for the Table of Required Votes for Approval.

Proposals to discontinue existing undergraduate curricula should include provisions to:

1. Enable students currently enrolled in the curriculum to complete their academic requirements;
2. Give reasonable notice to all departments whose curricula may be affected by the termination; and
3. Advise other relevant Faculty Committees of changes involving Institute Requirements.

### **10.3 GUIDELINES FOR PROPOSALS TO REVISE UNDERGRADUATE DEGREE PROGRAMS**

Proposals to revise an existing undergraduate degree program must be submitted via an electronic form available through the MIT Program Management application (<https://catalog-dev.mit.edu/programadmin/>).<sup>7</sup>

Proposals to revise an existing program must include:

- A concise rationale.
- A revised degree chart, which clearly shows the changes that are being proposed.
- “**Road maps**” demonstrating how students entering as first-semester sophomores, second-semester sophomores, and first-semester juniors would be able to progress successfully through the program while adhering to Faculty Rules. The road maps must illustrate how the proposal is in compliance with the subject and unit requirements shown in Section 10.4.
- A letter of approval from the head of the academic unit and the appropriate Dean.

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<sup>7</sup> To obtain authorization to use the system, send email to [curricula@mit.edu](mailto:curricula@mit.edu).

## 10.4 REQUIREMENTS FOR UNDERGRADUATE DEGREE PROGRAMS

1. When considering the amount of overlap that is appropriate between the GIRs (Institute Laboratory, HASS, and REST) and a program's required and restricted elective subjects, the CoC considers the general composition of the program and the type of overlap that occurs. These general guidelines apply to SB programs:

Source of overlap	Maximum Overlap (in units) <sup>8</sup>
1 REST or Lab subject	12
1 REST + ½ Lab	18
2 REST subjects	24
1 REST + Lab	24
2 REST + Lab <sup>9</sup>	36
1 REST + Lab + up to 3 HASS	60
2 REST + Lab + up to 2 HASS	60
Lab or REST + up to 5 HASS	72
HASS only (6 subjects) <sup>10</sup>	72

2. The following guidelines apply to the overall size of the departmental program portion of the degree requirements. Departmental programs may include:
  - 2.a. Up to 132 units and the equivalent of 11 subjects, but with permission of the CoC, a maximum of 150 units and the equivalent of 12½ subjects.

*PLUS*

  - 2.b. Up to 3 additional subjects specified or expected from the General Institute Requirements (with the department allowing specified substitutions of closely related subjects in other departments where possible).<sup>11</sup>

The following table shows the limits on the total number of subjects in departmental programs expressed in terms of the number of subjects in the departmental program that overlap with the General Institute Requirements (GIRs). Please note that regardless of the overlap that exists with the GIRs, *no program can contain more than 15½ subjects.*

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<sup>8</sup> These calculations are based on 12-unit subjects; allow an additional 3 units for a 15-unit REST subject.

<sup>9</sup> Most Engineering programs include this combination of subjects as overlap.

<sup>10</sup> Most SHASS programs conform to this model.

<sup>11</sup> This specification applies only to the overall size of a departmental program; it does not expressly limit the amount of GIR overlap to 3 subjects.

Departmental program subjects that overlap with GIRs	Limit on departmental program	
	Normal	Maximum
0	11	12½ subjects
1	12	13½ subjects
1 + ½ LAB	12 ½	14 subjects
2	13	14½ subjects
2 + ½ LAB	13 ½	15 subjects
3	14	15½ subjects
More than 3	14	15½ subjects

In counting subjects, 6-unit subjects are counted as half subjects; subjects of 9-15 units count as 1 subject; 18-unit subjects count as 1½ subjects; and subjects of 21-24 units count as 2 subjects.

Graduate subjects may not be included in an undergraduate degree chart. This restriction is consistent with the established view that students must be able to fulfill the requirements for an SB degree by taking undergraduate subjects. In addition, because the CoC has no jurisdiction over graduate subjects, this restriction preserves the Committee’s ability to exercise its oversight responsibilities for undergraduate degree programs. However, departments retain the authority to approve appropriate substitutions for specific requirements in their programs, as stated in the final paragraph of [Regulation 2.84](#).

Departmental programs must make it possible for students to:

- Include no fewer than 48 units of unrestricted electives (at least 12 in the first year) within the total of 180-198 units beyond the GIRs.
- Schedule their programs each year within a normal load of the equivalent 8 or 8½ subjects, and complete all degree requirements within the equivalent of 32 to 34 subjects.

## 10.5 CRITERIA AND PROCESS FOR ASSIGNING COURSE NUMBERS

### I. Criteria<sup>12</sup>

To be assigned a Course number, an entity should be primarily academic (i.e., its major functions should relate to educating students), have substantial faculty involvement, and have a size and permanence that allow it to carry out its educational function. As such, the following criteria have been established by the Faculty Policy Committee (FPC) for assigning Course numbers to an entity.

- The entity must hire, promote, and tenure its own faculty. If there is a substantial number of joint faculty involved in the entity, it must be clear that the entity has a substantive role in their careers.

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<sup>12</sup> The criteria and process cited here were approved by the Faculty Policy Committee (FPC) on October 17, 2005. These recommendations were originally drafted by the CoC in 1999 and forwarded to the FPC for review and approval.

- The entity should have a clear place in the organizational scheme of MIT. This implies that the leadership of the entity should function in much the same way as a department head, i.e., sit on school councils, control space, submit budgets, etc. The entity should have sufficient administrative staff to carry out its function.
- The entity should be assured of reasonable permanence; the Dean of the School should attest to the permanence of the entity. Entities which seem to be the product of a few individuals do not display the necessary degree of permanence.
- The entity should be authorized (by the Corporation) to grant degrees, preferably both graduate and undergraduate. The existence of undergraduate minor programs may substitute for undergraduate degrees.
- The entity should be authorized to admit graduate students and serve as the locus of registration for these students.
- The entity should not contain or be contained in another entity that has a Course number. The labeling function of the Course number would be seriously diminished if this were the case.

## **II. Process**

1. The Academic Dean to whom the entity reports, after appropriate consultation with the Provost, must make a formal written request to the CoC. The request should refer explicitly to the above criteria and state how they are met by the particular entity in question.
2. The CoC will consider the request, evaluate the degree to which the criteria are met and make a recommendation. If the recommendation is a favorable one, the committee must choose the number to be assigned in consultation with the Registrar. The recommendation should then be forwarded to the Chair of the Faculty for action by the Faculty Policy Committee (FPC). A copy will also be sent to the Committee on the Undergraduate Program (CUP) and the Committee on Graduate Programs (CGP) for information.

The FPC shall review the recommendation after receiving comment from the CUP and CGP. If the FPC endorses a favorable recommendation from the CoC, the proposal will go before the Faculty for a vote. If the Faculty approves the Course number, then the Registrar will take the necessary action, i.e., utilize the assigned number to identify degrees, curricula, subjects, and students. If the FPC endorses an unfavorable recommendation from the CoC, the matter is tabled. If the FPC does not endorse a recommendation of the CoC, the matter is referred back to the CoC with the reasons for rejection. The CoC will then resubmit a recommendation after further study. If the FPC endorses the resubmitted proposal, it will go before the Faculty for a vote.

## **10.6 CRITERIA AND PROCESS FOR ASSIGNING CATALOG DESIGNATIONS**

### **I. Criteria**

For a group of subjects to be assigned a lettered catalog designation (e.g., EM, IDS, SCM), the following criteria must be met:

- The sponsoring entity should have a clear place in the organizational scheme of MIT, a recognized academic program, and sufficient administrative staff to carry

out its academic function. The designated Dean must be able attest to the permanence of the entity and the sustainability of its academic program.

- The curriculum offered by the entity must be distinct from other subject offerings in the Catalog and include at least 10 permanent subjects at either the undergraduate or graduate level.

## **II. Process**

1. The Academic Dean to whom the entity reports and the director of the entity must make a formal written request to the CoC, in consultation with the Registrar, to establish a new designation. The request must refer explicitly to the above criteria and state how they are met. The request must be submitted to the CoC no later than October 15 to be considered for implementation during the next academic year.
2. The CoC will consider the request, evaluate the degree to which the criteria are met and make a recommendation. If the recommendation is favorable, the request will be forwarded to the Chair of the Committee on Graduate Programs (CGP) for consideration. If the CoC rejects the proposal, the sponsors will be notified of the rationale for the decision.
3. If the CGP endorses a favorable recommendation from the CoC, the proposal is considered approved; the Registrar will then take the necessary action to implement the new designation. If the CGP rejects the proposal, the matter is referred back to the CoC with the reasons for rejection. At its discretion, the CoC may resubmit a recommendation after further study. If the CGP endorses a resubmitted proposal, it will be implemented as soon as practicable. If rejected, the matter will be tabled and the sponsors notified of the rationale for the decision.

## 11 CURRICULA: Minors

CoC reviews proposals to create, revise, or terminate minor programs.

A form for proposing a new undergraduate minor for faculty governance review is available through the MIT Program Management application <https://catalog-dev.mit.edu/programadmin/>.

### 11.1 GENERAL INFORMATION ABOUT MINOR PROGRAMS

[source: <http://catalog.mit.edu/mit/undergraduate-education/academic-programs/minors/>]

A number of fields in science, engineering, architecture, and the humanities, arts, and social sciences offer minor programs. The minors are cohesive programs providing significant experience in their disciplines. The general guidelines for a minor program are as follows:

1. Minor programs consist of five to seven subjects, generally six, and a minimum of 57 units. These subjects may count toward General Institute Requirements and departmental program requirements.

In counting subjects, 6-unit subjects are counted as half subjects; subjects of 9-15 units count as 1 subject; 18-unit subjects count as 1½ subjects; and subjects of 21-24 units count as 2 subjects.

2. Subjects taken under the junior-senior P/D/F grading option cannot be used for a minor program. Subjects taken under the new flexible P/NR grading option (instated in AY21) can be used for all General Institute Requirements and programs, including minors.
3. At the discretion of the minor advisor, transfer credit may be used to fulfill a portion of the minor program. MIT subjects, including those taken through cross-registration, must comprise at least half of the minor program.
4. A student may not take a minor in the area of his or her major: the minor degree is intended to be independent from the major degree, and not tangentially related. In addition, minors are not allowed in either field of composite degrees combining two different fields (e.g., the SB in Mathematics with Computer Science, SB in Humanities and Science, or the SB in Humanities and Engineering) or joint degrees (e.g., the SB in Chemistry and Biology or the SB in Computer Science and Molecular Biology).
5. A student may earn no more than two minors, which are awarded only when the student receives a specific SB degree. This two-minor maximum applies even if the student receives more than one SB degree. The student should designate the minor program by the end of the sophomore year, but no later than Add Date one full term preceding the one in which the SB degree is awarded.
6. The student must complete an application form for a minor in consultation with the appropriate minor advisor. Note that the application and completion forms for Humanities, Arts, and Social Sciences (HASS) minors are different from those used in other fields.

Departments may not include graduate subjects in the *Bulletin* description of a minor. This is consistent with the established view that students must be able to fulfill the requirements of any minor program by taking undergraduate subjects. In addition, because the

CoC does not have jurisdiction over graduate subjects, this restriction preserves the Committee's ability to exercise its oversight responsibilities for minors. However, departments retain the authority to approve appropriate substitutions for specific requirements in their programs.

## 11.2 ADDITIONAL GUIDELINES FOR HASS MINORS

HASS minors are approved by the School of Humanities, Arts, and Social Sciences and have slightly different criteria than other minors.

1. Most HASS minors are arranged into at least three levels, or tiers, expressing different degrees of sophistication in the articulation and resolution of intellectual problems. Subjects included in the Regional Studies Minors are divided into four areas; students are required to distribute subjects across those four areas.
2. Of the six subjects required for a HASS minor, at most five will count toward satisfaction of the eight-subject Institute HASS Requirement. Of these five, at most one will count toward satisfaction of the HASS Distribution Component.<sup>13</sup>

## 11.3 INTERACTION BETWEEN FIELDS OF MINORS AND DEGREE PROGRAMS

The minor normally must be in a field in which a degree is offered, but some minors exist that are further subdivisions of the field (e.g., HASS and Institute-wide minors).

## 11.4 INTERDISCIPLINARY MINORS AND OTHER SPECIAL SITUATIONS

CoC also reviews proposals for interdisciplinary minors and other minor degree programs that are not proposed by an undergraduate degree-granting department. Entities proposing such minors must address the following within the proposal:

1. Proposals for interdisciplinary minor degree programs should include the information described in the "**Checklist of Required Information**" below, upon which the minor proposal form questions are based.
2. A **review procedure** must be approved by CoC for each interdisciplinary minor before it is instituted, as described in the CoC Checklist. At a minimum, the review must be conducted **every five years**, and must cover the interdisciplinary issues described in CoC Review Guidelines for Interdisciplinary Minor Degree Program.<sup>14</sup>
3. The core content of an interdisciplinary minor must be sufficiently broad: it must be demonstrated that the curriculum cannot be reasonably addressed by a minor within a single department. The selection of subjects that constitute a minor should not be simply a concentration of subjects in an interdisciplinary area, but must form a cohesive program.

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<sup>13</sup> Source: MIT SHASS: Undergraduate Studies – Minors (<http://shass.mit.edu/undergraduate/minors>)

<sup>14</sup> During the 2019-2020 academic year, the minor in Energy Studies submitted a progress report. In addition, the minor in Environment and Sustainability reported on its first two years of operation. In 2020-2021, the CoC will review the two-year progress report for the Polymers and Soft Matter minor (deferred from AY20) and the five-year assessment for the Atmospheric Chemistry minor.

4. It is acceptable for students in majors unrelated to the disciplines in the minor to be required to take more than the customary 5-7 minor subjects, but for majors who most commonly take a particular interdisciplinary minor, the number of subjects required should be the same as those required for a departmental minor.<sup>15</sup>
5. An interdisciplinary minor must be formally supported, financially and academically, by the department heads of all departments that offer any subjects required for the minor. It should lead to the eventual modification of existing subjects and/or the creation of cross-disciplinary subjects that join the concepts of the various disciplines contained in the minor.

**IMPORTANT NOTE:** The CUP also reviews proposals for interdisciplinary minors, focusing its attention primarily on policy, governance, and oversight issues. Normally, proposals for minor programs are routed to the CoC for review prior to CUP consideration, although the review processes of the two committees may overlap. All proposals for interdisciplinary minors are submitted via an electronic form available through the MIT Program Management application (<https://catalog-dev.mit.edu/programadmin/>) and are then routed to the appropriate committee(s).

#### CHECKLIST OF REQUIRED INFORMATION

The information and material described below must be provided to the Committee on Curricula (CoC) in proposals for interdisciplinary minor degree programs (or in proposals for minor degree programs that are not proposed by an undergraduate degree-granting department). After approval by CoC, the Committee forwards a copy of the proposal to the Provost.

- I. Degree Name of Interdisciplinary Minor
- II. Names and departments of faculty who are proposing minor and who will take primary responsibility for development and supervision of the minor
- III. Degree Requirements and Plan of Study
  - A. Total number of subjects required in program (including prerequisites);
  - B. List of all required subjects, prerequisite subjects, and restricted electives;
  - C. At least two<sup>16</sup> subject "road maps" that demonstrate how students from a range of different major programs and at different entry points can complete the minor program.
- IV. Acknowledgment and Approval letters must be obtained from relevant departments and provided to CoC as part of the proposal:

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<sup>15</sup> The CoC normally recommends that interdisciplinary minors be constructed to require that a minimum of 36 units (three subjects) may not also be used to satisfy the requirements of a major or another minor.

<sup>16</sup> The CoC reserves the right to request additional road maps.

- A. For subjects required in the degree program, approval of the relevant department heads, including a commitment to staffing and/or development of suitable subjects.
  - B. For subjects used as restricted electives, acknowledgment from the relevant department heads that their subject(s) appear on the list.
  - C. Letter of support from the School Dean who will assume administrative responsibility for the minor degree program.
- V. Organization and oversight of the interdisciplinary minor degree program should be described, particularly with respect to the advising of undergraduates prior to and during their matriculation in the minor program and the role of the degree program Oversight Committee. CoC must be provided with the name(s) of the faculty member(s) who will have primary oversight responsibility for the minor (including the intellectual content, curriculum development, advising system, and degree recommendations) and the names of members of the Oversight Committee.

The Oversight Committee will be asked to provide a brief report to CoC after the second year of operation of the minor. This report must include the following:

1. Identification of any academic or administrative problems.
2. Statistics: number of participating students, faculty, and subjects taught.
3. Identification of faculty/instructors relative to subjects taught and home departments.
4. Description of any initiatives for new subjects specifically designed for the new minor.
5. Description and evaluation of the student advising system.
6. Feedback, where possible, from students (both those who completed the minor and those who did not). The focus should be on satisfaction with the design of the minor; feasibility, especially from those in highly unrelated majors; and activity after graduation with respect to use of the minor.
7. Description and evaluation of the role of the Oversight Committee.
8. Description and evaluation by relevant departments of their academic, administrative, and financial contributions.
9. Current cost/benefit analysis and degree of enthusiasm and commitment for continuance by the participating departments and centers.
10. Recommendations for changes at any level.

## 12 PETITIONS

Approval of petitions is usually guided by precedent.

- The Executive Officer reviews and approves standard petitions and refers complex and borderline cases to the Chair of the Committee. The Chair will act on behalf of the Committee in evaluating petitions for which the proper decision is clear, in light of CoC guidelines and *Rules and Regulations of the Faculty*. Other cases will be discussed with the Committee as a whole. Petitions involving individual project work (usually for the Institute Lab Requirement) generally go to the Committee.
- The Committee may accept appropriate substitutions for General Institute Requirements (GIRs) with the express approval of relevant departments and the student's advisor. Students may not petition to waive a General Institute Requirement.
- The Committee **never approves a student's program with fewer than the minimum total units** required by Faculty Regulations for the SB degree. The Committee on Academic Performance (CAP) sometimes approves exceptions, as a "single deficiency," if the student makes a good effort but fails a subject during his or her last term before graduation.

The following sections describe the types of petitions and applications that fall under the purview of the CoC.

### 12.1 HUMANITIES, ARTS, AND SOCIAL SCIENCES (HASS) REQUIREMENT

Students must petition the Subcommittee on the HASS Requirement (SHR) for all actions related to the HASS Requirement. At the end of each academic year, the SHR provides a report to the CoC concerning the petitions it has reviewed during the year. The two general types of HASS petitions are:

1. Acceptance of a subject which is not designated for HASS credit (including Harvard and Wellesley subjects). Transfer credit is approved by the SHASS Dean's Office.
2. Acceptance of two 6-unit subjects for 1 HASS subject.

### 12.2 RESTRICTED ELECTIVES IN SCIENCE AND TECHNOLOGY (REST) REQUIREMENT

Because the list of subjects that fulfill the REST Requirement is intentionally very specific, and because students are advised to complete this requirement early in their academic careers, the Committee rarely approves REST substitutions. The Committee will only consider a REST petition that has been approved by both the student's advisor(s) and by the department that offers the REST subject and the proposed substitution. Students should contact the [Committee staff](#) for more information on the process.

### 12.3 INSTITUTE LABORATORY REQUIREMENT

CoC generally denies petitions to substitute other work for the Institute Lab Requirement.

In particular, a student petitioning to substitute independent work (such as a UROP) for the Institute Lab is advised that such substitutions are very rarely approved. Because this

work is not necessarily supervised closely by the faculty advisor, it is very difficult for the Committee to determine whether it fulfills the criteria of the Institute Lab Requirement. A student who nonetheless wishes to petition for such a substitution must obtain approval from the advisor, along with a comprehensive letter detailing supervision of the work performed and demonstrating that there was close contact with the student throughout the term.

Only if the project appears to be of outstanding quality and the faculty member can convincingly demonstrate an ongoing and close involvement with the work performed is the petition approved.<sup>17</sup>

## 12.4 COMMUNICATION REQUIREMENT

Students petition the Subcommittee on the Communication requirement (SOCR) for all actions related to the Communication Requirement, including requests to waive the requirement. If SOCR acts on a petition to waive the requirement, it is forwarded to CoC for approval. CoC has final approval power on all substitutions regarding the General Institute Requirements. At the end of each academic year, SOCR provides a report to the CoC concerning the petitions it has reviewed during the year.

See Section 4 regarding the review of communication-intensive subjects.

## 12.5 TWO BACHELOR'S DEGREES

This program has been discontinued and was last mentioned in the 2010-11 *Bulletin*. The last cohort of eligible students entered MIT as first-year students during the 2007-08 academic year.

Students who had successfully petitioned to pursue two SBs but left MIT without earning an undergraduate degree may, if readmitted and otherwise meet the eligibility requirements, apply for a double major. Students who had successfully petitioned to pursue two SBs but left MIT after completing one SB are ineligible to return to complete the second degree and cannot be readmitted to complete a second major.

## 12.6 DOUBLE MAJORS

### FROM THE 2020-2021 BULLETIN:

“Students may earn a bachelor's degree with two majors by successfully completing the GIRs and the departmental requirements for each major. To add a second major, a student must apply to the Committee on Curricula (CoC) by Add Date of their penultimate term. Applications submitted after this deadline will be considered by the CoC at its discretion on a case-by-case basis.

“A double major program should be completed in eight to 10 academic terms and should be planned in advance. A student's plan for completing both majors must be outlined in the application to the CoC. The application must also include the expected completion

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<sup>17</sup> While the CoC does not normally allow subjects taken at other institutions to be accepted for GIR credit, an exception may be made in cases where a cooperative arrangement exists between MIT and another institution for the teaching of the subject.

date for the degree, and it must be approved by both programs. Students should consult Student Financial Services regarding any impact that pursuing a double major might have on their eligibility for MIT or federal financial aid, particularly if they anticipate needing more than eight semesters to complete their studies.

“Students must select a second major in a different area from the primary major. Students pursuing a double major may also complete up to two minors, but a minor may not be taken in the same area as either of the major programs.

“Only registered undergraduates who have completed at least three terms at MIT, including at least one term with a declared major, may apply. Transfer students must complete at least two terms at MIT, including at least one term with a declared major. Students with cumulative averages below 4.0 will be considered by the CoC on a case-by-case basis. A student who has previously earned a bachelor's degree with a single major may not return to complete a second major.

“For details on eligibility, deadlines, and procedures, see <https://registrar.mit.edu/registration-academics/academic-requirements/majors-minors/double-majors>.”

#### **ADDITIONAL CoC GUIDELINES**

Students are expected to complete a double major program in eight to ten academic terms. The 2007-08 Chairs of CUP and CoC developed eligibility guidelines to launch the double majors program.<sup>18</sup> The CoC revised the guidelines in 2016-17. To apply for a double major, a student must:

1. Be currently registered as an undergraduate.
2. Have completed at least three terms at MIT, including at least one term in a department with a declared major. Transfer students must complete at least two terms of work at MIT, one of which must be in a department with a declared major.
3. Have a cumulative grade point average of 4.0 or higher. Students with a lower GPA will be considered on a case-by-case basis and must append a letter to their application that explains why an exception is justified.
4. The student must obtain statements from both advisors indicating that they can complete the double major within the normal timeframe for earning a bachelor's degree, with a reasonable course load, while maintaining their current GPA. The second major should not delay the student's graduation date.
5. Apply on or before the Add Date of the term prior to the term in which they intend to graduate. The CoC will consider late applications only under exceptional circumstances; it will review late applications at its discretion on a case-by-case basis.

To earn a double major, students must complete all the degree requirements of both majors. Students may combine any two majors of their choosing within the guidelines outlined in the *Bulletin*.

**Changing a double major program:** If a student plans to pursue a different degree program within the original department(s), the student must file a change of major form with the Registrar's Office. If a student plans to pursue a program that is offered outside one or both of the original departments, the student must file a new application with the CoC

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<sup>18</sup> The double major program became available to students graduating in June 2010 or later.

by the required deadline. The CoC will review the new application in accordance with the guidelines noted above.

### **DOUBLE MAJOR CANDIDATES AND THE COMMUNICATION REQUIREMENT**

A student who desires to receive a bachelor's degree with two majors must pass two CI-H subjects (Communication Intensive in the Humanities, Arts, and Social Sciences) to fulfill the CI-H portion of the Communication Requirement. Further, the student must pass CI-M subjects (Communication Intensive in the Major) that fulfill the communication component of each major. Normally, this rule implies that the student will pass four CI-M subjects, that is, two in each major program. In certain cases, a CI-M subject may be common to both departments – i.e., a CI-M subject that is already approved as an appropriate CI-M for both major programs. These CI-M subjects may be used to fulfill the communication component of the two majors simultaneously.

### **12.7 DELAYED COMPLETION OF A DEGREE**

Students who do not graduate within ten years of their original date of entry must generally fulfill the **requirements for the class with which they will graduate**. However, subjects previously taken to satisfy the General Institute or Departmental Requirements may be counted toward current requirements with the permission of the governing bodies that administer those requirements.

Students on leave from MIT who request to return to pursue an SB degree must certify in writing that they have not earned a Bachelor's degree (or the equivalent) from another institution and that they are not currently a candidate for such a degree at another institution.

Students should contact [Student Support Services](#) (S<sup>3</sup>) with any questions about the return process. Upon receipt of a referral from S<sup>3</sup>, the CoC will coordinate the review of a returning student's General Institute Requirements (GIRs) with the appropriate Faculty committees. Questions about the CoC's review process may be directed to the Executive Officer of the CoC in the Registrar's Office, (5-115, x3-4228). Students should contact the undergraduate administrator in their department with questions about the requirements for their chosen major.

### **12.8 RECEIVING ACADEMIC CREDIT FOR ROTC SUBJECTS**

CoC does not review or approve petitions to grant academic credit for a non-credit bearing ROTC subject.

### **13 CoC as Advisory Body to the Registrar**

The Committee monitors the effect of Faculty policies on the Registrar's Office and advises the Registrar with regard to the Office's policies and procedures and the implementation of curricula and educational initiatives.

Areas of responsibility for the Registrar include:

- Registration
- Grades
- Classroom space
- Scheduling of classes
- Maintenance and auditing of the student record, including what appears on the transcript and the diploma
- Catalog and subject listings
- Student information policy
- Student Information System (MITSIS) and WebSIS
- Final examinations
- Transcripts and certifications
- Graduation and diplomas

## 14 **Appendix:** Excerpts from Rules and Regulations of the Faculty regarding Degrees

### **2.80 Degrees**<sup>19</sup>

*Rules and Regulations of the Faculty*

*Revised 4/19*

### **2.81**

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

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

### **2.82**

The Officers of the Faculty are authorized to receive the recommendations of the Committee on Academic Performance and the Committee on Graduate School Programs for the awarding of degrees and to forward the recommendations to the Corporation on behalf of the Faculty. The Officers are expected to bring unusual or disputed recommendations to the Faculty for resolution. The number of degrees awarded at each level shall be reported to the Faculty at the next regular meeting. The Provost, the Chair of the Faculty, and either the Chair of the Committee on Academic Performance (in the case of S.B. degrees) or the Dean for Graduate Education (in the case of graduate degrees) together may add names to the Commencement degree list that had been recommended by the Faculty to the Corporation, for the purpose of accommodating late recognition of degree requirements that had been completed by the established deadlines.

### **2.83**

One unit of credit toward degree requirements represents approximately one hour per week of lecture, exercise, or preparation for one term. Unit designations of courses normally shall be multiples of three units. No instructor shall require more outside work than can be satisfactorily performed under ordinary working conditions in the preparation time assigned to the course by students of average capacity, adequate preparation, and reasonably good habits of work; and, in order that this rule may be practically enforced, each instructor is expected from time to time to ascertain the amount of outside preparation actually given to each of his or her courses by students whose work is of passing grade.

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<sup>19</sup> <http://facultygovernance.mit.edu/rules-and-regulations#2-80-degrees>

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

## 2.84

To be recommended for the degree of Bachelor of Science, a student must have attended the Institute at least three regular academic terms, which ordinarily must include the term of graduation. 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.

A student must have satisfactorily completed a program of study approved in accordance with the Rules and Regulations of the Faculty. Current requirements are as follows:

- a. The General Institute Requirements, which offer a broad education in humanistic and scientific disciplines:
  1. Six core science subjects, one subject from each of the following groups: 3.091, 5.111, or 5.112; 7.012, 7.013, 7.014, 7.015, or 7.016; 8.01, 8.011, 8.01L, or 8.012; 8.02, 8.021, or 8.022; 18.01, 18.01A, or 18.014; and 18.02, 18.02A, 18.022, 18.023 or 18.024.<sup>20</sup> The available choices shall be equivalent as prerequisites for Departmental programs.
  2. Two Restricted Electives in Science and Technology, at least one of which is not in a student's own department.
  3. One Laboratory subject of 12 units, or two Laboratory courses of at least six units each, so that the Laboratory work will call for a major commitment of the student's attention; it is suggested that students satisfy at least a portion of the Laboratory Requirements during the first two years.
  4. The Humanities, Arts, and Social Sciences Requirement, consisting of eight subjects, including the following: a. A Distribution Component, consisting of one subject each in the following three categories: the Humanities, the Arts, and the Social Sciences. b. A Concentration Component, consisting of three or four subjects, as approved by the Subcommittee on the HASS Requirement. The remaining subjects in fulfillment of the eight-subject HASS Requirement, beyond the Distribution Component and the Concentration Component, shall be chosen by the student.
  5. The Communication Requirement, consisting of four Communication-Intensive subjects as voted by the Faculty.
  6. The Physical Educational and Wellness Requirement.
- b. A total of at least 180 but not more than 198 units (excluding ROTC units) as follows:
  - 1) At least 96 units in courses offered by MIT.

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<sup>20</sup> The CoC approved removal from the *MIT Bulletin* of 18.023, effective Spring 2014, and 18.014 and 18.024, effective Fall 2017.

- 2) Unrestricted electives totaling at least 48 units.
- 3) A Departmental program normally including up to 132 units and the equivalent of 11 subjects; but the Committee on Curricula may approve Departmental programs including up to the equivalent of 12 and one-half subjects and 150 units. In addition, Departmental programs may specify or expect up to three subjects that are also used by students to satisfy the General Institute Requirements, with the understanding that the department would allow specified substitutions of closely related subjects in other departments where possible.

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

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

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

## 15 **Appendix:** Excerpts from Rules and Regulations of the Faculty regarding Grades

### **2.60 Grades**

Rules and Regulations of the Faculty  
Revised 3/17

### **2.61**

Grades shall be submitted at or before the end of each term in all subjects given in the term, including thesis. (For partial-term subjects that end within the term, grades shall be submitted within one week after the date of the last scheduled class in the subject.) Each report of grades shall be endorsed by the Faculty member in charge of the subject. Once submitted, grades shall not be changed except to correct errors or to fulfill specific provisions under O, OX, and I grades. Instructors may also submit written comments on forms provided. These comments are addressed to the student and to the Faculty Advisor or Registration Officer. Comments are retained in the student's internal file.

### **2.62**

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

#### **2.62.1**

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

- A** Exceptionally good performance, demonstrating a superior understanding of the subject matter, a foundation of extensive knowledge, and a skillful use of concepts and/or materials.
- B** Good performance, demonstrating capacity to use the appropriate concepts, a good understanding of the subject matter, and an ability to handle the problems and materials encountered in the subject.
- C** Adequate performance, demonstrating an adequate understanding of the subject matter, an ability to handle relatively simple problems, and adequate preparation for moving on to more advanced work in the field.
- D** Minimally acceptable performance, demonstrating at least partial familiarity with the subject matter and some capacity to deal with relatively simple problems, but also demonstrating deficiencies serious enough to make it inadvisable to proceed further in the field without additional work.
- P** When the use of the grade P is authorized, it reflects performance at any of the levels A, B, or C, with grading to be done on a P/D/F basis.

Modifiers of + and - shall be allowed on the grades of A, B, and C. These modifiers are only for internal grade reports. Term and cumulative averages (internal and external) shall be calculated without modifiers.

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

- i. in any subject taken by a first-year undergraduate student in the first semester or during the January Independent Activities Period.
- ii. in any of the subjects designated by the Committee on Curricula, the Committee on the Undergraduate Program, the Committee on Graduate School Programs, or by vote of the Faculty as subjects to be graded on a P/D/F basis for all students registered in them.
- iii. in special programs designated by the Committee on the Undergraduate Program or by vote of the Faculty.
- iv. in a total of no more than two subjects elected during the third and subsequent years in an undergraduate program. These subjects cannot be used to fulfill General Institute or Departmental Requirements, and must be elected and the Registrar notified before the end of the fifth week of the term.
- v. for students registered in a graduate degree program in a total of no more than one elected subject per term. These subjects cannot be used to fulfill degree requirements, and must be elected by the students and the Registrar notified before the end of the fifth week of the term. Pursuant to the educational goals of their respective programs, individual departments or instructors may restrict how the P/D/F option is exercised by students in their programs or classes.

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

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

The transcript of the student's record shall contain the names of the subjects taken, the grades received, and a description of the grades in use at the time the student was enrolled. Transcripts shall not include any reference to the +/- modifiers.

## 16 Appendix: Degree Programs - Table of Required Votes

Type of Proposal	CoC	CUP	FPC	Faculty	Corp.
<i>A proposal for revision of a current undergraduate degree program (III.A.1)</i>	X				
<i>A proposal for a new undergraduate degree program within an academic unit that already offers an undergraduate degree program and wishes to offer the new degree program under the same degree name and department number.</i>					
Authorized as proposed (III.A.2)	X				
Authorized with CUP input (III.A.2a)	X	X			
Authorized as an experiment (III.A.2b)	X	X			
Making a successful experiment permanent (III.2b)	X	X			
<i>A proposal for a new undergraduate degree program within an academic unit that already offers an undergraduate degree program and wishes to offer the new degree program under a new degree name or a modified department number.</i>					
Authorized as proposed (III)	X		X	X	X
Authorized with CUP input (III.3a)	X	X	X	X	X
Authorized as an experiment (III.3b)	X	X	X		
Making a successful experiment permanent (III.3c)	X	X	X	X	X
<i>A proposal for a new interdisciplinary undergraduate degree program or a new undergraduate program within an academic unit that does not already offer an undergraduate degree program.</i>					
Authorized as proposed (III.4a)	X	X	X	X	X
Authorized as an experiment (III.4b)	X	X	X		
Making a successful experiment permanent (III.4c)	X	X	X	X	X
<i>A proposal to offer a new degree type/designation (III.5)</i>	X	X	X	X	X
<i>A proposal for a new degree program that couples an undergraduate degree and a graduate degree (III.6)</i>	X	X [also CGP]	X	X	X

## 17 Appendix: Guidelines for Subject Numbering

Note: The combination of a Course designation and number may not exceed six characters, excluding the decimal point.

- 17.1 The character(s) before the decimal indicate(s) the Course or catalog designation.
- 17.2 In general, each department or program may develop its own numbering system. However, departments are expected to use either two or three numbers after the decimal point to uniquely identify each permanent subject. The student information system displays the letter J as the last character in a subject number for all cross-listed subjects; the letter cannot be added to a subject number.

The following exceptions have been approved by the CoC:

- 17.2.1 Alpha suffixes are permitted for the following types of subjects.

EPE	Pre-employment workshop (UPOP series)
EPW	IAP workshop (UPOP series)
IND	Undergraduate independent study ( <i>Course 12</i> )
THT	Undergraduate thesis research design / seminar / tutorial / preparation
THU	Undergraduate thesis
TIP	Undergraduate thesis or independent study preparation ( <i>Course 12</i> )
UAP/URS	Undergraduate Advanced Project/Research ( <i>Course 6</i> )
UAR	Seminar in Undergraduate Advanced Research ( <i>Course 6</i> )
UAT	Oral Communication ( <i>Course 6</i> )
UR	P/D/F graded UROP subject
URG	Letter-graded UROP subject
- 17.2.2 For first-year advising seminars administered by the Office of the First Year, the letter A is the first character of the subject's suffix. (Examples: 15.A03, 21M.A12) The prefix SEM, which had previously been reserved for seminars that are not sponsored by an academic department or program, is discontinued, effective with the 2011-12 academic year.
- 17.2.3 For special subjects, the first character after the decimal point is the letter S, which must be followed by two or three numbers. (Examples: 4.S399, 21M.S01). For special subjects offered by entities in the Special Programs group (see 17.2.5), the first character after the decimal point is the number associated with the general range; the letter S is the second character after the decimal point. Example: SP.3S50 (Terrascope).
- 17.2.4 Letters may be used as the last character of a subject number under the following specific circumstances:
  - A, B, C Denotes multiple variations of a subject (e.g., 18.100A, 18.100B, 18.100C), a sequence of subjects (e.g., 1.018A, 1.018B), or distinct

options within a program (e.g., 2.02A, 2.02B).<sup>21</sup> In these situations, letters must be sequential: a “B” cannot be used unless there is an A; a C cannot be used unless there is also an A and a B. It is also acceptable to add the letter A to a second version of a subject, retaining a standard number for the similar subject. (Examples: 4.021 and 4.10A; 18.200 and 18.200A)

*The preferred method of handling these situations is to use sequential numbers (e.g., 7.012, 7.013, 7.014; 6.0001, 6.0002).*

L Denotes a “long” version of a permanent subject that extends from one term into another. (Example: 8.01L)

- 17.2.5 Reserved numbers and number ranges within Special Programs:
- |              |   |
|--------------|---|
| SP.100-120   | Office of Minority Education (Interphase, Seminar XL)   |
| SP.200-299   | Office of the Vice Chancellor (discovery-based subjects not related to a particular department or discipline) |
| SP.35UR, 360 | Terrascope (optional subjects)  |
| SP.800-801   | First-Year / Alumni Summer Internship Program   |

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<sup>21</sup> Exceptions: Course 2 was allowed to use 2.00A and 2.00B to identify two unrelated subjects because of a shortage of available numbers in the desired number range at the time the subjects were established. Course 18 was allowed to use 18.100P and 18.100Q to identify multiple variations of a subject because of a sequencing issue related to the depth of the subject matter that prevented successive numbering after 18.100A and 18.100B.