

MIT Architecture

MIT Catalog (Bulletin) Subject Update Instructions

Each year in October, instructors and/or those responsible for assigning an instructor to a class are provided with a list of classes to review from the catalog to determine if there are any changes needed.

Significant changes (not term taught or instructor – these can be changed at any time) can only be made **once per year and they are:**

- subject title (see [Catalog standard for subject titles](#))
- change prerequisites or corequisites
- credit unit breakdown
- grading method
- enrollment limitations
- “repeat for credit” status
- graduate or undergraduate level
- General Institute Requirement (GIR) status
- half-term or full-term subject
- lab fee noted in text
- wording changes to the description text (see Catalog Standard for [writing descriptions](#) and the Catalog’s [Style Guide](#))

Any and all changes must be accompanied by a rationale (~ a paragraph) as to why the change is needed). This rationale is submitted with the proposal to the Committee on Curricula (COC) or the Committee on Graduate Programs (CGP).

Changes You Can Make Annually

CHANGE TITLE

(see Catalog standard for [subject titles](#))

PREREQUISITE(S) / COREQUISITE(S)

- Prerequisites are requirements that should be completed before a subject is taken. Students who have not completed the stated prerequisites must obtain the instructor’s permission to register. If there is no specific prerequisite, but the class is advanced level and the instructor wishes to screen for eligibility, the prerequisite of “permission of instructor” may be designated.
- Corequisites are subjects that must be taken concurrently with the subject described.

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CREDIT UNITS

The majority of subjects will have set units (x-x-x) broken down by

- number of hours/week in a lecture
- number of hours/week in a lab/recitation or design studio
- number of hours/week of expected outside preparation such as homework (3-3-3 = 9- unit subject).

There may be occasions when the instructor wishes to attract students from varying degree programs, thereby giving the students the option of doing more or less work for either 12 or 9 units respectively. In this case the subject needs to be designated as “to be arranged” (flexible units). When TBA is selected, we ask for the specific variables to be listed (i.e. 3-3-3 = 9 and 3-3- 6 = 12).

The curriculum for undergraduate degree programs, SMArchS, SMBT and PhD programs are based on 12-unit subjects. The curriculum for the MArch and SMACT programs is based on 9 unit academic subjects (studios are more units).

CHANGE LEVEL

- undergraduate = class is specifically for the undergraduate population. This enables the subject to be designated as a GIR if warranted. If graduate students register for an undergraduate subject, they will not receive credit for the subject. However, the grade will count in their GPA.
- graduate = class is geared towards the graduate population. However, undergraduates may be invited if qualified and they will receive credit for the class.

ADD OR DROP “JOINT” OR “MEETS-WITH” STATUS

Both “joint” and “meets-with” subjects meet at the same time in the same location.

- Joint subjects will have a second subject number offered by a different department at the Institute. The subject needs to be co-taught by an instructor from each department, or by a faculty member who has a joint appointment with both departments. To request the joint subject number, the instructor needs to be in touch with the Head and Administrator of the department they wish for the subject to be joint with.
- Meets-with subjects have two subject numbers within the same Department one of which is a graduate subject number and the other an undergraduate subject number. This is a good option if the instructor wishes the subject to be part of an undergraduate degree program, or designated as a GIR (HASS, CI, etc.) as well as offer it to graduate students for credit. Instructor needs to be aware that the class must adhere to rules and regulations that pertain to undergraduate subjects regardless of the meets-with status. (i.e. may not be scheduled between 5 and 7PM). It is expected that the graduate meets-with subject will require additional work and this must be stated in the description text.

CHANGE MANNER OF GRADING DESIRED

- A-F grading applies — In general, any subject that is going to be used as part of a degree program (except for thesis or thesis prep subjects) would be designated with A-F grading.

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- pass/fail grading applies — credit for P/D/F subjects is applied to a student’s record, but the subject will not count in the GPA.

There are other options, such as “J/U” grade and “T” grade subjects, but these are exceptions that are limited in scope and need greater explanation upon request. A conversation with Renée or Tonya is needed.

ENROLLMENT LIMITATIONS

The most common examples of limitations are:

- enrollment limits
- limited to specific degree program students
- mandatory lottery process

CHANGE “REPEAT FOR CREDIT” STATUS

If a subject consistently covers different topics from term to term, it may be a candidate for “repeat for credit” status. If a subject that is required more than once within the curriculum of a specific degree program, then it must be designated as “repeat for credit.” This enables students to receive credit for work in the class for the multiple terms taken.

The majority of subjects will have a fairly consistent syllabus with content that covers the same material term after term and will not be designated as “repeat for credit.”

UNDERGRADUATES ONLY: ADD OR DROP GIR STATUS (CI-H, HASS, ETC.)

- HASS subjects are those undergraduate classes that provides content suitable for credit in the humanities (HASS-H), arts (HASS-A) and social sciences (HASS-S). All undergraduates are required to take eight HASS subjects in order to graduate and they must have at least one from each of the three categories. All of the HASS subjects offered in our Department have been designated by the Subcommittee on the HASS Requirement (SHR) as HASS-A subjects. Subjects looking to receive HASS designation must go through a multi-step [proposal process](#) that includes the SHR and the Committee on Curricula (CoC). Therefore the deadline for submission of revisions to these subjects is earlier.
- Communication Intensive HASS (CI-H) subject —These are subjects that are already designated as HASS but wish to add the Communication Intensive attribute, which has additional [guidelines](#). CI subjects need to provide a foundation in effective expository and argumentative writing and oral communication. All undergraduates must have two CI-H subjects and two CI subjects within the major to graduate. Subjects looking to receive CI designation must go through a multi-step [proposal process](#) that includes the Subcommittee on the Communications Requirement (SOCR) and the Committee on Curricula (CoC). Therefore the deadline for submission of revisions to these subjects is earlier.

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CHANGE TERM LENGTH

Instructors may choose to teach a subject for either the first half of the term, the second half of the term, or for the whole term. Units would reflect the number of weeks a subject is taught. If a subject is not going to be taught for the entire term, but does not fit in to the first or second half designation, it needs to be noted as a full-term subject with an adjustment to the units.

NOT OFFERED IN 20xx-20xx

This is appropriate for

- Faculty on sabbatical or teaching leave — if the subject is not required and there is not another instructor to teach the subject.
- Subject is taught alternate years and this will be the off year

OFFER SUBJECT ALTERNATE YEARS

A subject that has been offered yearly and will now be alternating years with another subject can be designated as an alternate year subject. In this case, it is important to note the next year that the subject will be taught.

CHANGE TERM(S) TO BE TAUGHT

Subjects can be designated to be taught IAP and summer as well as fall and spring. Generally, it is only thesis subjects that are offered during the summer term since the students would be obliged to pay summer tuition for any academic subject taken during summer term. Thesis subjects are exempt from summer tuition. Units set for an IAP subject need to reflect the fewer number of weeks in that term.

CHANGE INSTRUCTOR

Please designate if a subject is to be taken over by a different instructor, or if the regular instructor will be on sabbatical and another has been identified to teach, please designate.

LAB FEE

This is a fee that may be needed for specific materials that are not covered by a Departmental budget. It is collected by the instructor or the discipline group, not the Department, and is not to be confused with the student facility fee that is universally charged to all degree program students in the Departments of Architecture and Urbans Studies and Planning to cover CRON and facility usage.

EDITORIAL CHANGES TO CATALOG SUBJECT DESCRIPTION TEXT

(See Catalog standard on [descriptions](#)) The description needs to provide a synopsis of the subject matter and requirements. It should convey the intellectual content of the subject without replicating the class syllabus. If the subject is one where general content is the same, but specific projects may change, keep the description general enough to be inclusive of the different directions the class may take.

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REMOVE FROM BULLETIN

Subject will no longer be taught, or has not been taught for the past three years and there are no plans to teach the next academic year. When a subject is “removed,” it remains in limbo for five years. This means that the subject can be reinstated if it is to be taught again within that 5-year limbo period. However, it can only be reinstated during the catalog update period so faculty need to have foresight. Once the five years pass, the subject number can be reused for another subject. Until then, it is out of circulation.