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1937

Suffolk University Academic Catalog, College of Journalism, 1937-1939

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Suffolk University

College of Journalism

CATALOGUE NUMBER
1937 - 1938

BOSTON, MASSACHUSETTS

Series 1 1937 Volume I
CORRESPONDENCE

All correspondence should be directed to the Registrar
59 Hancock Street, Boston, Mass.
CAPitol 0131

After September 1937, all communications should be addressed to the Executive Secretary, Suffolk University, University Building, 20 Derne Street, Second Floor, Boston, Massachusetts.
SUFFOLK UNIVERSITY
Charter granted April 1937
COLLEGE OF JOURNALISM
Co-educational

Founded in March 1936
Incorporated with power to confer degrees
April 1937

Catalogue
1937 - 1938
Second Year

Published by
SUFFOLK UNIVERSITY
Boston, Massachusetts
May 1937

Series 1 Volume 1
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## CALENDAR
### Academic Year 1937-1938

### 1937

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Founder's Day</td>
<td>September 19</td>
</tr>
<tr>
<td>Academic year opens—classes begin</td>
<td>September 27</td>
</tr>
<tr>
<td>First quarter bills payable</td>
<td>September 27</td>
</tr>
<tr>
<td>October tests—week of</td>
<td>October 18</td>
</tr>
<tr>
<td>November tests—week of</td>
<td>November 15</td>
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<tr>
<td>Second quarter bills payable</td>
<td>November 22</td>
</tr>
<tr>
<td>December tests—week of</td>
<td>December 13</td>
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<tr>
<td>Christmas recess begins</td>
<td>December 18</td>
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### 1938

<table>
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<tr>
<td>Classes resume</td>
<td>January 3</td>
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<tr>
<td>Semester examinations—no classes</td>
<td>January 17-28</td>
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<tr>
<td>Second semester begins—classes resume</td>
<td>January 31</td>
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<tr>
<td>Third quarter bills payable</td>
<td>January 31</td>
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<tr>
<td>February tests—week of</td>
<td>February 21</td>
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<tr>
<td>March tests—week of</td>
<td>March 28</td>
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<tr>
<td>Fourth quarter bills payable</td>
<td>March 28</td>
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<tr>
<td>Spring recess—Holy Week</td>
<td>April 9-16</td>
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<tr>
<td>Classes resume</td>
<td>April 18</td>
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<tr>
<td>April tests—week of</td>
<td>April 25</td>
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<tr>
<td>Charter Day</td>
<td>April 29</td>
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<tr>
<td>Senior examinations</td>
<td>May</td>
</tr>
<tr>
<td>Junior Prom</td>
<td>May 11</td>
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<tr>
<td>Senior Banquet</td>
<td>May</td>
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<tr>
<td>Semester examinations—no classes</td>
<td>May 23-June 3</td>
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<tr>
<td>Commencement Week</td>
<td>June 12-17</td>
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<tr>
<td>Baccalaureate Sunday, Alumni Night, Suffolk Players, Class day, Commencement.</td>
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## OFFICE HOURS

The College Office will be open for conferences and registrations Mondays, Tuesdays, Thursdays and Fridays from 9:00 A.M. to 9:00 P.M.; Wednesdays from 9:00 A.M. to 5:00 P.M. and Saturdays from 9:00 A.M. to 12:00 noon.

**Miss Carrolla A. Bryant**  
*Executive Secretary and Registrar*  
59 Hancock Street  
Boston, Massachusetts  
CAPitol 0131

After September 1, 1937 the University Offices will be located in the University Building, 20 Derne Street, second floor.
SUFFOLK UNIVERSITY

Suffolk University was foreshadowed when Suffolk Law School was founded in September 1906. This school became, at an early date, the symbol of the open door of opportunity to the ambitious and worthy youth of the land who must win higher education if at all while engaged in wage-earning pursuits. It became a leavening force in greater Boston and soon attracted a clientele of aspiring young men in an ever-widening circle until all New England and even foreign nations found representation in its student body.

Trained for leadership and worthily fulfilling their responsibilities as lawyers, judges or legal experts in industrial fields the alumni of Suffolk Law School have indirectly created a demand for the extension of Suffolk's educational program. The rising cost of education in the day colleges, and above all the impressive demonstration of the value of combining educational theory and daily wage-earning experience as a preparation for life, have encouraged the Trustees of Suffolk to offer similar educational opportunities in other fields than in law.

The first additional unit to be set up was Suffolk College of Liberal Arts, founded in September 1934 and incorporated with degree-granting powers by the Massachusetts Legislature in February 1935. Suffolk Law Graduate School was authorized by the same legislative charter and in September 1935 this third department was created. Suffolk College of Journalism opened its doors in September 1936.

It was then voted by the Trustees to petition the Massachusetts Legislature for the consolidation of Suffolk's group of schools into Suffolk University. The fact that the General Court granted this privilege and also authorized the creation of a fifth department—Suffolk College of Business Administration—should be deeply gratifying to every friend of Suffolk as well as to its founder, who still remains the active director of Suffolk's educational program.
THE CHARTER
Chapter 237
THE COMMONWEALTH OF MASSACHUSETTS

In the Year One Thousand Nine Hundred and Thirty-Seven

An Act to establish Suffolk University.

Whereas, the deferred operation of this act would tend to defeat its purpose, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

SECTION 1. The name of the Suffolk Law School, incorporated by chapter one hundred and forty-five of the acts of nineteen hundred and fourteen, is hereby changed to Suffolk University. Said corporation shall consist of not more than twenty-one members.

SECTION 2. Suffolk University shall include the departments now known as Suffolk Law School, Suffolk Graduate School of Law, Suffolk College of Liberal Arts, Suffolk College of Journalism and a new department to be known as Suffolk College of Business Administration.

The said university shall possess all the powers and privileges heretofore granted in chapter one hundred and forty-five of the acts of nineteen hundred and fourteen and chapter fifteen of the acts of nineteen hundred and thirty-five together with such additional powers and privileges as are possessed by colleges of Journalism and Business Administration in this Commonwealth including power to confer degrees appropriate thereto and to grant diplomas therefor.

(Signed by Governor Charles F. Hurley, April 29, 1937.)
ORIGIN OF SUFFOLK COLLEGE OF JOURNALISM

Suffolk College of Journalism was founded at the suggestion of officials of the Massachusetts Press Association and an advisory group of newspaper publishers and advertising executives. Paul A. Newsome, Executive Secretary of the Massachusetts Press Association, assisted in the launching of the new department in September 1936 and is still a member of the advisory council. The college is intended to afford adequate training for those who contemplate employment in any of the important phases of journalism. The industry is now so highly geared, both as to speed of production and intensity of competition that none but trained and tested workers may safely be employed by the modern newspaper. The apprenticeship system has now largely vanished. Even college graduates who have majored in English and journalistic courses often find it impossible to crash the gates of the modern metropolitan publication. They need up-to-the-minute training under teachers who daily practice the theories that they teach. Our faculty is of this type. Editors teach editorial work. Reporters teach news gathering. Feature writers teach their own specialty. Newspaper administration is taught by actual publishers and advertising by advertising experts. In short Suffolk College faculty is manned by the most effective talent available. In the field of radio advertising and technique we have teachers of international fame as practitioners of the art which they expound in the classroom.
THE CORPORATION

Corporate Name: Suffolk University

OFFICERS OF THE CORPORATION

Thomas J. Boynton, President
James M. Swift, Vice-President
Hiram J. Archer, Secretary
Gleason L. Archer, Treasurer

BOARD OF TRUSTEES

Hon. Thomas J. Boynton, President
Attorney-General of Massachusetts, 1914
United States Attorney
District of Massachusetts, 1917-1920

Hon. James M. Swift, Vice-President
Attorney-General of Massachusetts, 1911-1913

Gleason L. Archer, Treasurer
Founder and Dean of Suffolk Law School

Hiram J. Archer, Clerk
Director, Department of Research and Review, Suffolk Law School

John Shepard, 3d,
President, The Yankee Network

Hon. Joseph E. Warner
Attorney-General of Massachusetts, 1928-1934
SUFFOLK UNIVERSITY

OFFICERS OF ADMINISTRATION AND INSTRUCTION

EXECUTIVE OFFICERS

Gleason L. Archer, LL.B., LL.D., President of the University

Miss Carrolla A. Bryant, Executive Secretary of the University and Registrar, Collegiate Departments

Miss Catharine C. Caraher, B.A.O., Secretary Suffolk Law School

Hiram J. Archer, LL.B., Director Department of Research and Review Suffolk Law School

Paul A. MacDonald, Director Placement Bureau

Miss M. Esther Newsome, B.A.O., Librarian

Mrs. Marian A. MacDonald, A.B., Manager University Bookstore

TREASURY DEPARTMENT

Gleason L. Archer, LL.B., LL.D., Treasurer

Miss Catharine C. Caraher, B.A.O., Assistant Treasurer Suffolk Law School

Miss Carrolla A. Bryant, Assistant Treasurer Collegiate Departments

Paul A. MacDonald, Bursar

UNIVERSITY LIBRARY

Miss M. Esther Newsome, B.A.O., Librarian

Miss Louise Weiscoff, B.S., Assistant Librarian*

Edwin J. Donovan, Student Assistant

Joseph E. Yelle, Student Assistant

Roslyn E. Blank, Student Assistant

Robert T. McLaughlin, Student Assistant

*Duties begin July 1937.
COLLEGE OF JOURNALISM

COLLEGIATE DEPARTMENTS

Gleason L. Archer, LL.B., LL.D., President
Donald W. Miller, B.S., A.M., Ed.M., Ed.D., Dean
College of Liberal Arts

Miss Carrolla A. Bryant, Executive Secretary of the
University and Registrar of the Collegiate Departments

Thomas I. Harkins, Assistant to Registrar

Mrs. Marian A. MacDonald, A.B., Manager of Bookstore

Paul A. MacDonald, Director, Placement Bureau

Miss M. Esther Newsome, B.A.O., Librarian

Miss Louise Weiscope, B.S., Assistant Librarian

Edwin J. Donovan, Student Assistant

Miss Josephine Cambria, Stenographer-in-chief
Collegiate Departments

Miss Theresa M. Bodwell, Recorder

P. Joseph Connolly, Jr., Service Department

ADVISORY COUNCIL

Walter D. Allen, Chairman
Publisher, Brookline Chronicle
Past President of the National Editorial Association

Russell Bacon
Typographic Consultant, New York, N. Y.

Howell Cullinan
Radio News Commentator, Boston Herald

Winfield Scott Downs, Litt. D.
Editor-in-Chief, "Americana" and American Historical Society Publications

Clayton A. Fairbanks
President, Massachusetts Press Association,
Publisher, Needham Times

Louis Glaser
President, Louis Glaser, Inc., Advertising Agency

Ralph LeRoy Harlow
Assistant to the President, The Yankee Network

Arthur J. Mansfield
Publisher, Arlington Daily News

Paul A. Newsome
Executive Secretary, Massachusetts Press Association

Hubert Prior (Rudy) Vallee, Ph. B., A. M.
Rudy Vallee, Inc.

George C. Wiswell
Treasurer, Chambers & Wiswell Advertising Agency
FACULTY

College of Journalism

Russell Bacon
Typographic Consultant, New York, N. Y.
Typography

Harold Bennison, A.B., LL.B., Staff Reporter
Boston Traveler
News Writing

Charles H. Bradley, Jr.
Chambers & Wiswell, Inc.
Advertising Production

Agnes Carr (Faith Rogers), Editor
Domestic Problems, Boston Traveler
Women in Journalism

Howell Cullinan, A.B., News Commentator
Boston Herald
Radio Reporting

W. A. Dole, A.B., Advertising Manager
Cambridge Chronicle
Advertising Salesmanship

Winfield Scott Downs, Managing Editor
"Americana" and American Historical Society Publications, New York, N. Y.

Thomas G. Eccles, A.B., Ed.M.
Creative Writing

Morton Edmands, Assistant City Editor
Boston Traveler
Reporting the News

Arthur V. Getchell, LL.B., LL.M.
Addison C. Getchell & Sons
Proof Reading

Ralph LeRoy Harlow, Assistant to the President
The Yankee Network
Radio Advertising

A. F. Johnson, B.B.A., New England Advertising Manager
Atlantic & Pacific Food Stores
Principles of Advertising

Daniel L. O'Donnell, A.B., LL.B., Counsel
Massachusetts Press Association
Law of the Press
FRANK E. SHUELER
Melrose Free Press
Newspaper Administration

GEORGE W. SLADE, Feature Editor
Chelsea Evening Record
History of Journalism

HUBERT PRIOR (Rudy) VALLEE, Ph. B., A. M.
Rudy Vallee, Inc., New York, N. Y.
Radio Advertising

GUEST LECTURERS

WILLIAM ALCOTT, Librarian
Boston Globe; Former President of United States Special Libraries Association

PAUL W. BITTINGER, Publisher
Old Colony Memorial

FRANCES BLANCHARD, (Mrs.) Editor
Club and Garden Page, Boston Traveler

JOE MITCHELL CHAPPEL, A.M., LL.D.
Author, Publisher, Radio Lecturer

BILL CUNNINGHAM, Sports Writer
Boston Post

ROBERT F. DENVIR, Jr., A.B., A.M.
Instructor in Journalism

HARRY L. GAGE, Vice President
Mergenthaler Linotype Company

ELINOR HUGHES, Dramatic Critic
Boston Herald

ALLAN C. INMAN, LL.B., Advertising Manager
Fitchburg Sentinel

WILLIAM F. LUCEY, B.C.S., Secretary
Worcester Post

LOUIS LYONS, B.S., Feature Writer
Boston Globe

ARTHUR J. MANSFIELD, Publisher
Arlington Daily News
Author, "Composition and Press Work"
WILLIAM H. McMasters
“Public Affairs” program, Radio Broadcasting
Station WCOP

P. Irving Schwarz, Promotion Manager
Boston Herald-Traveler

George B. Underwood
Formerly with Frank A. Munsey

Robert M. Washburn, A.B., Editor
Washburn’s Weekly Column

George C. Wiswell, Treasurer
Chambers & Wiswell Advertising Agency

COLLEGE OF LIBERAL ARTS

FACULTY

Mark V. Crockett, A.B., LL.B., Ed.M.
National Government and Political Parties

Thomas J. Finnegan, A.B., LL.B.
Argumentation and Logic

John Griffin, B.S., M.B.A., A.M.
Introduction to Economics

Wilfred F. Kelley, A.B., A.M., Ed.M.
History of the United States
American Foreign Policy

William F. Looney, A.B., A.M., Ed.M.
History of Civilization

Donald W. Miller, B.S., A.M., Ed.M., Ed.D.
General Psychology

Francis J. O’Connor, A.B., A.M., LL.B.
English Composition and Rhetoric

Edward T. Simoneau, LL.B.
Town, Municipal and State Government

Alonzo M. Smith, A.B., S.T.B., Ph.D.
Sociology

Paul A. Zahl, A.B., A.M., Ph.D.
Biology
STANDING COMMITTEES

Committee on Admissions
Donald W. Miller, B.S., A.M., Ed.M., Ed.D., Chairman
John Griffin, B.S., M.B.A., A.M., Secretary
Mark V. Crockett, A.B., LL.B., Ed.M.
William F. Looney, A.B., A.M., Ed.M.

Committee on Curriculum
Gleason L. Archer, LL.B., LL.D., Chairman
Carrolla A. Bryant, Secretary
Russell Bacon, Typographic Consultant, New York, N. Y.
Walter D. Allen, Publisher, Brookline Chronicle
Ralph LeRoy Harlow, Assistant to President, The Yankee Network

Extra-Curricular Activities
Miss M. Esther Newsome, B.A.O., Director

Faculty Advisors
Francis J. O'Connor, A.B., A.M., LL.B.
Thomas J. Boynton Debating Society
Wilmot R. Evans Oratorical Contest, Coach

To Be Announced
Suffolk Players

To Be Announced
Glee Club and Orchestra

Thomas G. Eccles, A.B., Ed.M.
Suffolk Journal
John Griffin, B.S., M.B.A., A.M.
Athletics
GENERAL INFORMATION

CO-EDUCATIONAL

Suffolk College of Journalism is open to students of both sexes on equal terms, except that the college reserves the right to limit the number of young women who may enter in any one year. In these days of financial distress the educational ambitions of the girls of a family are even more likely to suffer than are those of boys in the same family. Young women may, therefore, find in Suffolk College of Journalism an answer to an otherwise overwhelming problem.

WHY EVENING COLLEGES ARE NECESSARY

One of the most remarkable developments of recent years in the United States is the increase in percentage of children of high-school age who are to be found in high schools and schools of similar nature. In a "National Survey of Secondary Education," Monograph No. 1, issued by the Commissioner of Education of the United States in the Summer of 1934, we find the following significant statement:

"Within a period of 30 years the high-school enrollment has increased from a little over 10 per cent of the population of high school age to more than 50 per cent of that population. This enrollment is so unusual for a secondary school that it has attracted the attention of Europe, where only 8 to 10 per cent attend secondary schools." (Page VII).

"The rate of growth is far in excess of that of the general population and has not been equalled at any other educational level. The growth has been especially marked during the last two decades... Of the number in the population of high school age, that is, 14 to 17 years of age inclusive: From 1880 to 1930 this percentage mounted from 2.8 to 46.6. With enrollments in private secondary schools added, the proportion of the population of high school age represented by the enrollment in the secondary schools public and private, was well over half of all. This proportion has unquestionably increased strikingly since 1930, but the extent of the increase is not known." "National Survey," etc., p. 48.

An even more striking development is shown in the increased attendance in evening high schools. The figures presented by this official survey disclose that the Federal Office of Education reported a total enrollment in evening secondary schools through-
out the country in 1890 of 150,770 pupils. In 1920 the figures had risen to 586,843, but in 1930 it attained the amazing total of 1,038,052, which is about one-fourth of the attendance in the full-time secondary schools of the nation. "National Survey," p. 43.

If more than five million young people are to be found annually in our secondary schools, as against a small fraction of that number a generation ago, this means that a very large proportion of the ambitious youth of the nation will be unable to gain admission to the colleges that served the needs of young people a generation ago. The emphasis placed in recent years upon college training as a necessary preliminary to entrance into the professions, or to positions of leadership generally, has intensified an already acute problem.

The mounting cost of college education is strikingly set forth by a tabulation issued by the United States Department of the Interior (Pamphlet No. 52) in the summer of 1934 entitled "The Cost of Going to College." This bulletin demonstrates that the tuition range in New England day-colleges is now from $250. to $500., depending upon the institution. The typical expenditure for one year of college advantages, including tuition, ranged from a low of $798 to $1,700. Thus it will be seen that many boys and girls, dependent upon their own resources, are now cut off from the possibility of attending New England colleges. The demoralized economic condition of the country in general indicates that increasing numbers of our ambitious young people will thus be affected in the future. The evening college of Liberal Arts is bound to play an important part in the future educational development of the United States. To be the first college of this type in New England is the proud distinction of Suffolk College of Liberal Arts.

**VITAL MISSION OF SUFFOLK UNIVERSITY**

The social significance of evening colleges in these days of unrest cannot be overestimated. Leaders will continue to arise from the ranks of the underprivileged. If denied educational advantages they may become dangerous leaders, but under the enlightening influence of higher education in evening classes they may develop a breadth of outlook that makes for sound leadership. Nothing dispels prejudice, class hatreds and propaganda calculated to foster class warfare more surely than enlightened understanding of the spirit and purpose of the laws of the land and of national problems that transcend class or
racial antagonisms. The mission of Suffolk University is thus to serve the State and Nation.

Aside from the vital function of training for leadership, Suffolk University is rendering another public service of great significance to the life of the community. The growing complexity of industrial and commercial life has virtually abolished the time-honored apprenticeship system by which a brilliant person might work his way up from the ranks. The need of the times is for trained workers. It is the aim of Suffolk to coordinate education and life as a means of attaining a well-rounded development. The practical and theoretical are, therefore, an inseparable feature of Suffolk University's educational program.

Educational Advantages of Boston

Students who are not employed during the day will find in historic Boston unrivaled opportunities for culture or recreation. The Boston Public Library System is justly famous. The State Library and the State Archives are next door to the College. The Museum of Fine Arts and the Museum of Natural History are easily accessible. Boston Common, the Public Gardens and the Charles River Esplanade all have special appeal in summer days. To the student of history Greater Boston is world-famous for its shrines of American Liberty—Faneuil Hall, the Old State House, the Old North Church, the Old South Church, King's Chapel, the home of Paul Revere and the various burying grounds where our historic dead are sleeping. No city in America could be more inspiring to students and certainly none more conducive to scholarship. Beacon Hill and the State House form the very heart of historic Boston.

Location

Until September 1937, the Administrative Offices of Suffolk College of Journalism will be in the building at the corner of Hancock and Myrtle Streets. Lecture Halls are in the Suffolk University Building opposite the rear wing of the State House. After September 1, 1937 the Administrative Offices of all departments will be in the newly enlarged Suffolk University Building. The buildings designated are thus but a few rods apart easily accessible from all transportation lines.

The North Station, the South Station, Park Street, and other subway stations; Park Square and Bowdoin Square bus lines are
all within a few minutes' walk from the College. The State House is a landmark even for strangers in Boston and the rear wing of the Capitol as indicated, is next-door neighbor both to the College and to the University Building.

BUILDINGS AND EQUIPMENT

(1) The main building of Suffolk University (erected by Suffolk Law School in 1920-21; 1923-24 and in 1937, now owned by Suffolk University) is at the corner of Temple and Derne Streets immediately in the rear of the State House. It occupies the entire block bounded by Temple Street, Derne Street and Ridgway Lane running back 150 feet to an alley; hence it has light and air on all sides. Eleven dwelling houses were razed in 1920 and 1923 to make way for this massive structure. When the upper stories are complete in September 1937, the building will have a total floor area of more than 82,000 square feet—six stories in the rear (because of the downward slope of the hill) and five stories on Derne Street. A flat open air gymnasium more than 13,000 square feet in area will be opened to the students in October 1937, the first sky-high university campus in America. Here will be found a splendid tennis court and provisions for squash, basketball and other sports. Here in future days when the University has outgrown the auditorium, commencement exercises will be held.

(2) The Suffolk College of Liberal Arts Building (owned by Suffolk University) at the corner of Hancock and Myrtle Streets, diagonally across Derne Street from the University Building, after September 1, 1937, will become the headquarters of the Suffolk University Press. The Chemistry and Biology laboratories will continue in the basement until September 1938, when they will be transferred to the University Building, but other floors will become a laboratory for students of Journalism. The editorial and newsrooms and the “City Desk” of the *Suffolk Journal* will be on the second floor. An up-to-date rotary printing press will be in operation under the oversight of experts from a nearby printing establishment. Thus Suffolk University College of Journalism will provide its students complete laboratory experience in every stage of production from news gathering to the moment when the news magazine rolls off the press.

(3) The Suffolk Alumni Club House at 73 Hancock Street (owned by Suffolk University) is a commodious building con-
taining the Alumni Library and conference rooms with a general assembly room in the basement.

**Executive Offices**

Until September 1, 1937, the Administration Department will remain at 59 Hancock Street. The Executive Offices are on the first floor. The President, the Dean, and the Registrar are here available for conferences with students.

After September 1, 1937, the Executive Offices of Suffolk University will occupy the entire Derne Street front of the second floor of the University Building. The original main Building and Annex of Suffolk Law School are being carried upward three stories, thus adding an aggregate of thirty-three thousand square feet of floor space for the new departments of Suffolk University as well as recreation grounds on the roof which will have an area of more than thirteen thousand two hundred square feet.

Office hours are from 9:00 A.M. to 9:00 P.M. on Mondays, Tuesdays, Thursdays and Fridays; from 9:00 A.M. to 5:00 P.M. on Wednesdays; and from 9:00 A.M. to 12:00 noon on Saturdays.

**The University Library**

After September 1, 1937, the enlargement of the University Building will permit the consolidation of the libraries of the different departments on the third floor in a hall larger than the present school auditorium. It will have a mezzanine or balcony for book stacks, thus providing an aggregate floor area of eleven thousand square feet. The latest ventilating conveniences, especially designed to provide an abundance of fresh air, free from dust, will be installed.

Nothing but the most up-to-date and useful books will be found in the stacks of the University. The Librarian is working in close co-operation with the various professors and is purchasing only such books as are found to be of vital significance. Textbooks, encyclopedias, classical and historical volumes, source material for research and every aid to scholarship are to be found in Suffolk's growing treasure house of knowledge.

**Lecture Halls**

All classes, except laboratory work are held in the University Building, which is diagonally across the street from the present Administration Building. The University Building is a modern
fireproof structure with splendid accommodations for students. When the 1937 additions are complete it will have twenty-three splendid additional lecture halls.

Laboratories
Students who take Biology will find the laboratory in the basement of the College Building, 59 Hancock Street. The projection machine for Biology slides and films will be found in Liberal Arts Hall I after September 1st. Beginning September, 1938, the Biology laboratory will be installed in especially equipped halls on the roof of the University Building.

Lounging Rooms and Showers
Lounging rooms for men will be found in the basement and on the fifth floor of the University Building. In the latter location showers will be provided for those who indulge in athletic sports on the roof. Rest rooms for women will be found on the third and fifth floors of the University Building. Showers for the use of girls who indulge in athletic sports on the roof will be on the fifth floor.

Faculty Room
A lounge for the exclusive use of the faculty will be on the fourth floor.

Auditorium
The University is especially fortunate in having available for its use an auditorium on the Temple Street side of the building with a seating capacity of eleven hundred. It is used for mass meetings, commencements and similar activities. On many occasions during a school year an educational institution finds it highly advantageous to have such an auditorium.

Bookstore
The Bookstore is located on the second floor of the University Building and is reached by the stairway at the left of the concourse. It has every facility for the speedy handling of textbooks and other school supplies, thus avoiding delays and congestion on school evenings.

Suffolk University Press
Plans are under way to establish, in September 1937, a full-fledged printing plant in connection with the work of the Col-
College of Journalism. A rotary press large enough to print the *Suffolk Journal* will be installed in the College Building at 59 Hancock Street. The Faculty Advisor of *Suffolk Journal* and experts from one of the leading printing establishments of Boston will have oversight of the work in order that students may have laboratory experience in their chosen field.

**Placement Bureau**

From its inception Suffolk Law School has championed the cause of the student who must earn a living while attending school. For many years it has maintained a free Employment Bureau. The economic depression has intensified the problem of finding employment for needy students. In September 1935, a Placement Bureau was established and a director was assigned to the task of keeping in constant touch with the employment situation in order to discover desirable employment for students. Scores of Suffolk students, both of the College and the Law School, have been enabled to continue their education during the past year through the activities of the Placement Bureau. The Office of the Placement Bureau is in the College Administration Building, but after September 1, 1937 it will be in the University Building.

**Treasury Department**

After September 1, 1937, the Treasury Department will be located on the second floor rear between the Bookstore and the Annex. The outer office of the Treasury Department will be provided with a high writing table for convenience in filling out tuition slips. An appropriate window in the treasury cage will be devoted to each department of the University. The Bookkeeping and Recording Departments will be provided for in the same general suite of offices. Tuition payments will be made in this office.

**Extra-Curricular Activities**

Student activities offer splendid opportunities for the development of individual initiative, co-operative effort and leadership. The University encourages such a program and through the office of the Registrar renders every possible cooperation. No
student whose academic grades are unsatisfactory or who is in arrears in tuition payments is permitted to participate in extracurricular activities. The number of activities in which a student may engage at any time is also limited. Such regulation safeguards student health and scholarship. Students are encouraged to do intensive and creative work in a few activities rather than in a large number.

DEBATING SOCIETY

The Thomas J. Boynton Debating Society was organized in February 1937, under the leadership of Professor Francis J. O'Connor, of the English Department, who is coach of the new club. A group of enthusiastic debaters will uphold the honor of the Collegiate Department in forensic encounters with seasoned veterans from the Suffolk Law School Debating Society. From inter-departmental debates it is planned to choose a Varsity team to represent Suffolk University in outside debates.

EVANS ORATORICAL CONTEST

The Wilmot R. Evans Oratorical Prize has been established by members of the Faculty of Suffolk College of Liberal Arts. It will be an annual contest open to members of any of the Collegiate Departments for excellence in original oration upon an assigned topic common to all contestants. Elimination trials will be held on or before March 15th, the prize contest to come on April 15th with eight competitive orations. A first prize of $25 and a second prize of $15 will be awarded to the winners.

SUFFOLK PLAYERS

In November 1936, a dramatic club, known as Suffolk Players, was organized by Miss M. Esther Newsome, Director of Extra-curricular Activities. In January 1937 the first of a series of remarkably successful plays was staged in Suffolk Auditorium. Under the stimulus of this new type of under-graduate activity a play-writing contest was held in the winter of 1937. Miss Theresa M. Bodwell of Woburn, College of Liberal Arts, ’40, won first prize. Rexford M. Farewell of Adams, Law School, ’39, was awarded second honors. Miss Bodwell’s prize-winning play was given by Suffolk Players in April, 1937.

ORCHESTRA AND GLEE CLUB

The Director of Extra-Curricular Activities is diligently seeking instrumental and vocal talent among Suffolk’s under-
graduates. Through the generosity of a Suffolk Alumnus, Joseph P. Collins, of the Collins Piano Company, two pianos have been provided for use in this work. One piano is in the basement hall of the Suffolk Alumni Building and the other in Suffolk Auditorium thus facilitating rehearsals. An excellent beginning of a Suffolk Orchestra and also a Varsity Glee Club has already been made.

Suffolk Journal

The official publication of the University is the Suffolk Journal, a monthly newspaper which serves as a laboratory course for the students in Suffolk College of Journalism. This paper is published under faculty supervision, but news columns, features, editorials, advertising, makeup and mechanical work is of student origin. For students not already engaged in the industry, experience upon the staff of this newspaper should prove of great value. Students enrolled in any department of the University may participate in furnishing news and other material for the Suffolk Journal. The Editorial rooms are in the College Building, 59 Hancock Street. Election to the staff is a reward for prior services to the Journal and not by popular vote of the student body. No first-year student may contribute articles until the Second Semester.

Athletics

Plans for the new building call for an “athletic field” on the roof. A roof area of thirteen thousand two hundred and eighty square feet when crowned with screened courts will provide opportunity for tennis, basketball and other outdoor sports in their season. In cold weather, tennis courts may be turned into a skating rink for hockey games and the like. Thus, high in the air on Beacon Hill, Suffolk’s sons and daughters may find healthful relaxation on their own premises.

Administrative Regulations

All students are held responsible for rules and regulations printed in the catalogues and handbook.

Requirements for Admission

Any applicant of good moral character, who can present credentials covering fifteen college entrance units of high-school work or the equivalent, may be admitted as a candidate for the
degree of Bachelor of Science in Journalism. Applicants who have graduated from an approved high school and offer satisfactory credits in the commercial course, may be admitted upon probation.

All credentials submitted become a permanent record of the College and will not be returned to the student.

High schools and preparatory schools outside of Massachusetts may secure the privilege of certifying their graduates for admission by proving that their prescribed courses of study are equivalent to the Massachusetts day high-school standards.

**Unit Defined**

A unit of work in high school is defined as a course covering a school year of not less than thirty-six weeks, with five periods of at least forty-five minutes each per week. Two periods of manual training, domestic science, drawing, or laboratory work are considered the equivalent of one period of classroom work.

**Refusal of Application**

The Committee on Admissions reserves the right to refuse the application of any student whose preparatory work is insufficient or whose scholastic record indicates inability to pursue successfully the work of the college.

**Admission to Advanced Standing**

Applicants who have completed, with a grade of C or better, subjects in a college of recognized standing and who present official transcripts of their college records, will be permitted to enroll as students in advanced standing subject to conditions outlined below. All students so admitted must also fulfill the requirements for admission to the freshman class.

No advanced standing credit from another college will be definitely allowed until the student has satisfactorily completed twenty-four semester hours of work in Suffolk University. Whenever a student enters with advanced standing and later proves to be inadequately prepared in any of his prerequisite subjects, the University reserves the right to require him to make up such deficiencies prior to graduation.

All credentials submitted become a permanent part of the College record and will not be returned to the applicant.
SEMESTER HOURS
The method of estimating credits is the semester hour which is the equivalent of fifty lecture minutes a week for one semester. Two laboratory hours count as one lecture hour.

CREDITS FROM JUNIOR COLLEGES
Credits presented from an accredited junior college will be accepted up to a maximum prescribed by Suffolk University.

TRANSCRIPT OF CREDITS—ADVANCED STANDING
The applicant for advanced standing should request the registrar of the college previously attended, to send an official transcript of all his credits directly to the Registrar of Suffolk College of Journalism. Transcripts of such work, if possible, should be submitted one month prior to the beginning of the school year. They should show semester hour credit, grade received and length of course. A letter of honorable dismissal must also be sent directly by the registrar of the institution previously attended. Grade reports, diplomas, or lists of credits submitted by the applicant will not be accepted as a basis for granting advanced standing. If possible, a catalogue of the college during the years in which the applicant was in attendance should be clearly marked to indicate the courses completed and submitted with the application.

All credentials which serve as the basis for advanced standing become a part of the permanent record of the college and will not be returned to the applicant.

Students are not permitted credit by examination for work done privately or by correspondence.

After all credits have been evaluated, proper notification will be sent to the applicant.

SPECIAL CERTIFICATE—ADVANCED STANDING
Teachers of the manual arts or commercial subjects who have taught at least three years and who have sufficient reason for not registering for a degree may elect any course offered, provided they satisfy the instructor of such a course that they are qualified to undertake the work.

SPECIAL STUDENTS
If a high school graduate of marked ability is unable to meet all specified requirements, he may be admitted as a special student upon recommendation of the Committee on Admissions.
A person of mature years who is unable to meet the entrance requirements may, under special circumstances, be permitted to take courses and receive a special certificate for those satisfactorily completed but may not be a candidate for a degree.

Registration of a special student is for one semester only. Re-registration will be refused if the student does not meet the required scholastic standing.

**AUDITORS**

Persons who do not participate in the regular activities of the class and who do not receive credit are considered auditors. The registration procedure is the same as for regular students, but tuition fees are $7.50 for each semester hour of the course thus chosen.

**APPLICATION AND REGISTRATION**

Applicants are eligible to enroll upon presenting satisfactory evidence of the completion of the college course in an approved four-year day high school or preparatory school. Applicants who have graduated from an approved high school and offer satisfactory credits in the commercial course will be accepted upon probation for one semester only. If these students maintain a creditable scholastic standing, they will be removed from the probationary list.

**CANDIDATES FOR A DEGREE**

Applicants for admission as candidates for a degree must present proofs of general education to the Registrar at the time of registration. All such proofs must be official transcripts. They will not be returned but will become a permanent part of the applicant's college record.

Testimonials of good moral character must also be filed at the time of application.

**PERSONAL INTERVIEW**

A personal interview with the officer in charge is required before a student may be admitted to the college. It is advisable that this interview be arranged as far in advance of the opening date as possible.

**REGISTRATION FROM OTHER DEPARTMENTS**

A student from another department of Suffolk University may register without payment of a matriculation fee. Tuition
fees will be payable to the department in which the student does the major part of the work.

**Registration Limits**

Except in special cases no registration will be accepted after the first week in any semester.

Credit will not be given for a course in which a student has not formally registered.

No public school teacher actively engaged in that profession may register for more than two full courses, or twelve semester hours, in any one year, except with written permission from his Superintendent of Schools.

**Classification**

The classification of students, Freshman, Sophomore, Junior, Senior, etc., depends upon the number of semester hours earned.

**Withdrawals and Program Changes**

No student may withdraw from the University or from a course for which he has registered or may change his program in any way without prior notice to the Registrar in writing. Written permission for such withdrawal from a parent or guardian must be filed by a student under twenty-one years of age. Any student desiring to withdraw from a course, before notifying the office of his intention, must secure written assent of the professor in charge. Notification must be filed with the Registrar within the week following the date of withdrawal; otherwise a complete failure or a dishonorable dismissal charge will be recorded against the student.

Students in good standing who withdraw from the University may re-enter subject to the rules and regulations in effect at the time of re-entry.

No changes in program may be made after the first week of a given semester.

**Part-Time Students**

Many employed students find it impossible to carry the entire program. Such students will be permitted to enroll for less than the normal number of hours a week. The tuition charges will be reduced proportionately.
COURSES IN OTHER INSTITUTIONS

No student of Suffolk University in the expectation of receiving advanced standing may enroll for courses in other institutions without notifying the Registrar in writing. A marked catalogue showing the proposed course must accompany the request. If permission to take outside work has been granted, upon its completion an official transcript must be filed with the Registrar.

ATTENDANCE

Except in special cases, all candidates for degrees are required to attend at least 90% of the lectures in every course for which they are registered. Unless satisfactorily explained, ten recorded absences during any semester will result in loss of class standing. A student who is absent from class longer than one week on account of illness must, on his return, file with the Registrar a statement from his physician attesting to the illness; otherwise, the absences will be charged against him. No student, except as mentioned, whose absences exceed the 10% allowance will be admitted to the mid-year or final examinations, nor will he receive semester-hour credit for the course. All omitted exercises must be made up within one week after the resumption of lectures. Otherwise, they will be counted as failures.

ATTENDANCE COUPONS

Attendance coupons will be issued to each student upon the payment of tuition. These coupons must be signed by the student and presented to the monitor in charge at the beginning of each lecture. They serve as a record of attendance and should be guarded with care. Signatures should be printed or typewritten to avoid ineligible or nameless coupons being passed in, thereby causing one to be marked absent. Incorrectly marked or dated coupons will not be recorded.

DEPORTMENT

Higher education should inculcate respect for the rights of others and obedience to rules and regulations intended for the common welfare. Students who take advantage of the opportunities offered them at Suffolk University are expected to be loyal and obedient. Disloyalty, infraction of established rules, inattention to studies, discourtesy to any professor or school official and the like may subject the student to suspension, probation or expulsion after:
(a) A hearing on complaints lodged by professor, monitor or school official, except President or Executive Secretary who may suspend students prior to hearing.

(b) Upon default of attendance at a hearing (except upon a physician's certificate that the student was physically unable to attend).

**Trial Board**

For the orderly disposition of cases in which student conduct is concerned, a Trial Board composed of the President and one or more members of the Faculty has been created. The Trial Board will meet within seven days following the suspension of a student for misconduct. The professor or official whose accusation results in such trials is to testify in person as to the alleged misconduct and the accused student will have the privilege of answering the charges in the same manner.

**Probation**

During probation a student may not represent the University in any public capacity and must withdraw from all extracurricular activities.

**Conduct in the Examination Room**

The possession of textbooks, notes, brief cases or book bags in the examination room is prohibited. Articles properly labeled may be left with the monitors. Students are forbidden to leave written answers to tests or examination papers where other students may see them. Communication of any nature between students during a test or examination is strictly forbidden. Any student who is twice summoned before the Trial Board for suspicious conduct may be permanently suspended.

**Bulletin Board**

All students will be held responsible for notices posted upon Bulletin Boards in corridors and lecture halls.

**Telephone Calls and Personal Messages**

Students are requested not to have personal telephone calls and messages transmitted to the office.

**Smoking**

Smoking in classrooms, corridors or entrance halls of the University Buildings is strictly forbidden. Smoking rooms are
provided for the convenience of the students, and there is no excuse for smoking or lighting up anywhere else.

**Monitors**

To protect the classes from interruption by late comers, the monitors are required to list the names of all students who report to lectures more than five minutes late.

**Special Lecture Passes**

Students whose working hours or train schedules cause tardiness may obtain late passes from the Secretary of the College. Students are not permitted to leave before the close of the lecture without a special pass signed by the Secretary. Permanent passes may be obtained from the Secretary upon application at the beginning of each semester. Students under twenty-one years of age must present to the Secretary written requests from their parents or guardian before such passes may be issued.

**Tests or Examinations**

Tests will be held in all courses the last of each month. Semester examinations will be held the last two weeks of each semester.

**Scholastic Standing**

Students receiving 50-60% in any course for a semester must take special examinations to make up the condition. Any student failing to pass such an examination must repeat the course. Only one examination may be taken to remove a condition.

Students not doing satisfactory academic work are placed on probation. When a student has not been able to raise the quality of his work to such an extent that he has a reasonable chance of graduation, he is asked to withdraw from the University. A student so requested to leave may re-enter on probation after a reasonable period of absence if the Committee on Admissions grants his request.

**Conditions**

Conditioned students are expected to make definite plans for additional study in preparation for special examinations.

No conditioned student will be allowed to enter his Fifth Year as a candidate for a degree until all conditions have been removed.
No student reported for deficiency in English will be recommended for a degree until he has satisfied the Faculty that this deficiency has been corrected.

At such times as may appear desirable, the Registrar holds conferences with conditioned students relative to their plans for the removal of conditions.

**STUDENTS IN GOOD STANDING**

In order to remain in good standing a candidate for a degree must submit proof of previous education; meet his tuition obligations promptly; attend classes regularly; and maintain a satisfactory scholastic average and conduct in lecture halls and University Buildings.

**GRADING**

The work of students will be graded at the end of each semester in accordance with the following system:

- A, 90 — 100%
- B, 80 — 89%
- C, 70 — 79%
- D, 60 — 69%, passing but not satisfactory
- E, failure but condition may be removed by examination.
- F, Complete failure and work must be repeated.

In order to qualify for the Dean's List in any semester a student must make an average of 85% or better.

No student will be awarded a degree whose average for the entire course (120 sem. hrs.) is below 70%.

No semester-hour-credit will be allowed until the end of the year for a course meeting only one evening a week.

The credit for a full-year subject will be based upon the record for both semesters.

**SEMESTER REPORTS**

Semester reports will be issued to all students in good standing within a reasonable time after the close of the semester. If a student is under twenty-one years of age, reports will be issued to his parents or guardian.

Official statements of record are issued by the Registrar for matriculated students only.
FEES

MATRICULATION

Applications for admission to the College of Journalism must be accompanied by a matriculation fee of $5.00. This fee is payable the first year only. No application is recorded until it has been received. The matriculation fee is not a part of the tuition and will not be refunded after the student has been duly admitted to the College. However, upon receipt of written request it may be applied to another year, should the applicant re-register.

UNIVERSITY Fee

All students will pay an annual University fee of $10.00 due and payable with the first quarter's tuition. This fee is not a part of the tuition, but an administrative fee which includes library fee; admits all students to college dramatics; athletic privileges (except charge for towels and locker key); a ticket to the annual banquet of the Department; and also entitles the student to a year's subscription to Suffolk Journal.

TUITION

The tuition fee is based upon a unit charge of approximately $8.50 a semester hour; namely, $200.00 (twenty-four semester hours) per year. It is payable in four quarterly payments on September 27, November 22, January 31, and March 28. In special cases students may be permitted to pay tuition other than quarterly but only upon application to the Registrar in writing, setting forth satisfactory reasons for the request. There will be no reduction in tuition for late registration.

Students are cautioned to consider thoroughly the courses they are to take, since tuition fees are not refunded nor transferred if a student withdraws during any quarter for which payment has been made.

All payments should be made at the Treasury Department on the second floor of the University Building.

No student will be recommended for a degree whose tuition is in arrears.

NON-CREDIT Courses

A fee at the rate of $7.50 a semester hour is charged students registered for courses which carry no credit or for courses from which students do not desire the credits which normally would be awarded.
Students who do not carry the full amount of work pay tuition on a pro rata basis.

Textbooks
The cost of textbooks will vary from year to year but should not exceed thirty dollars in any one year.

Laboratory Fee
Students who take laboratory courses will pay a special fee of $10.00 for each course. It is due and payable upon entrance.

Graduation Fee
The graduation fee, including diploma, is $15.00. It is due and payable on May 15th prior to graduation.

Special Examinations
The fee for special examinations will be $3.00. These will be given only to those who for sufficient cause have missed or failed in semester examinations. Special examinations are given at the convenience of the Office and Faculty.

Transcript of Record
A student may receive one certified transcript of scholastic record without charge. For each transcript after the first, a charge of $1.00 will be made. Students desiring transcripts must apply for them in advance. No transcripts are issued during the busy season.

FIVE-YEAR COURSE
Since the purpose of Suffolk College of Journalism is to provide academic training for young people who are working for a living, it has been found necessary to arrange a five-year program of instruction with sessions four evenings each week. Courses are so arranged as to afford a maximum opportunity for home study in preparation for lectures.

The College began with a three-evening program and was limited to one hundred and five semester hours. Beginning with students entering in September 1937, candidates for degrees will be required to complete satisfactorily one hundred and twenty semester hours. Classes will meet Monday, Tuesday, Thursday and Friday evenings with sessions from 6:00 to 7:15 P.M. followed by a recess until 7:35 and a second session from
7:35 to 8:50 P.M., four courses being the maximum permitted to any student. Each full-year course will be rated at six semester hours credit while one-semester courses will be rated at three semester hours on the fifty-minute semester-hour basis.

University Year

The school year consists of thirty-four weeks, extending from September to June. No student may take more than twenty-four semester hours in any one year.

Elective Courses

The University reserves the right to withdraw any elective course from the current schedule for a given year for which the required number of students have not enrolled.

Any subject so elected becomes a requirement, if carried beyond the beginning of the second week of any semester and must be passed successfully before a student may present himself as a candidate for a degree.

Lectures

The lecture schedule, giving hours and lecture halls will be published in advance of each semester and will be available at the time of registration.

Courses open in the second semester will be published during Mid-Year examinations.

Mid-Year Entering Class

Courses have been so arranged that the work of each semester stands by itself, thus permitting students to enter in either September or February.

Requirements for Degree

The degree of Bachelor of Science in Journalism will be awarded to candidates who have successfully completed one hundred and twenty semester hours of work, at least forty-eight of which must have been in academic subjects, and seventy-two in prescribed Journalism subjects. All candidates for a degree from Suffolk College of Journalism must spend two years in residence. The last twelve semester hours necessary before a degree may be granted must be spent in residence.
GRADUATION REQUIREMENTS

Degrees Granted

Degrees are granted only at regular commencement exercises.

Withholding of Degree

All candidates for a degree must have on file in the office all official proofs of general education and official transcripts of work taken in other institutions. These records must be accompanied by testimonials of moral character.

All candidates for a degree must have completed satisfactorily 120 semester hours of work, 48 of which must have been spent in residence.

No student reported for a deficiency in English will be recommended for a degree until he has satisfied the Faculty that this deficiency has been corrected.

No student with entrance or other conditions will be recommended for a degree until they have been satisfactorily removed.

No student will be awarded a degree whose average for the entire course (120 semester hours) is below 70%.

No student will be recommended for a degree whose tuition is in arrears.

The Trustees may withhold any degree when in their opinion the best interests of the University are thereby furthered.

Graduation with Honors

Students maintaining a general average of 90% or over in the first seven semesters of their College course will receive on their diplomas of graduation the inscription "With Highest Honors." Those whose scholastic average is 85% or over but less than 90% for the same period will receive the degree "With Honor."
### COURSES OF INSTRUCTION

#### Schedule by Years

**Note:** Roman numerals indicate year; Arabic odd numerals, first semester; Arabic even numerals second semester. Courses marked by an asterisk (*) are required.

Not all of the courses listed are given each year. Those to be offered in any regular session of the College are announced in the Summer directly preceding.

Each student, by frequent consultations with the Registrar, should check his credits in order to make certain that all requirements are being satisfied.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
</tr>
<tr>
<td>CLA Eng. I, 1</td>
<td>English Composition and Rhetoric</td>
</tr>
<tr>
<td>CJ Eng. I, 2</td>
<td>Creative Writing</td>
</tr>
<tr>
<td>CLA H. I, 1, 2</td>
<td>History of Civilization</td>
</tr>
<tr>
<td>CJ Ed. I, 1</td>
<td>History and Principles of Journalism</td>
</tr>
<tr>
<td>CJ Ed. I, 2</td>
<td>News Writing</td>
</tr>
<tr>
<td>CLA Sc. II, 1, 2</td>
<td>General Biology</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td>24</td>
</tr>
<tr>
<td>CLA Eng. II, 1, 2</td>
<td>Survey of English Literature</td>
</tr>
<tr>
<td>CLA Ps. I, 2</td>
<td>General Psychology</td>
</tr>
<tr>
<td>CJ Ed. II, 1</td>
<td>Reporting the News</td>
</tr>
<tr>
<td>CJ Adv.R. II, 1</td>
<td>History of Radio and Radio Advertising</td>
</tr>
<tr>
<td>CJ Adv. II, 1, 2</td>
<td>Principles of Advertising</td>
</tr>
<tr>
<td>CJ Adm. II, 2</td>
<td>Newspaper Administration</td>
</tr>
<tr>
<td><strong>Third Year</strong></td>
<td>24</td>
</tr>
<tr>
<td>CLA H. II, 1</td>
<td>History of the United States</td>
</tr>
<tr>
<td>CLA Gv. II, 2</td>
<td>Town, Municipal, County and State Govt.</td>
</tr>
<tr>
<td>CLA Eng. III, 4</td>
<td>Argumentation and Logic</td>
</tr>
<tr>
<td>CJ Ed. III, 1</td>
<td>Copy Editing</td>
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<tr>
<td>CJ Ed. III, 2</td>
<td>Editorial and Feature Writing</td>
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<td>Mechanics of Production</td>
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<td>Course Title</td>
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<tr>
<td>-------------</td>
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<tr>
<td>CJ Adm. III, 2</td>
<td>Newspaper Circulation</td>
</tr>
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<td>CJ Adv. III, 1</td>
<td>Newspaper Advertising</td>
</tr>
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<td></td>
</tr>
</tbody>
</table>

**Fourth Year**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CLA Gv. III, 1, 2</td>
<td>American Nat. Govt. &amp; Political Parties</td>
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</tr>
<tr>
<td>CLA S. III, 2</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>CJ Ed. IV, 1</td>
<td>Editorial Departments</td>
<td>3</td>
</tr>
<tr>
<td>CJ Adm. IV, 1</td>
<td>Newspaper Promotion</td>
<td>3</td>
</tr>
<tr>
<td>CJ Adm. R. IV, 2</td>
<td>Radio Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>CJ Adv. IV, 1</td>
<td>Newspaper Layout &amp; Typography</td>
<td>3</td>
</tr>
<tr>
<td>CJ Adv. IV, 2</td>
<td>Advertising Production</td>
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<td><strong>Total</strong></td>
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</tr>
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</table>

**Fifth Year**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CLA H. IV, 4</td>
<td>History of American Foreign Policy</td>
<td>3</td>
</tr>
<tr>
<td>CLA Ec. IV, 1, 2</td>
<td>Introduction to Economic Principles</td>
<td>6</td>
</tr>
<tr>
<td>CJ Ed. R. V, 1</td>
<td>Radio Reporting</td>
<td>3</td>
</tr>
<tr>
<td>CJ Ed. V, 2</td>
<td>Press and Public Affairs</td>
<td>3</td>
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<tr>
<td>CJ Adm. V, 1</td>
<td>Advanced Organization Problems</td>
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</tr>
<tr>
<td>CJ Adm. V, 2</td>
<td>Law of the Press</td>
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</tr>
<tr>
<td>CJ Adv. V, 1</td>
<td>Newspaper Advertising Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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</tr>
</tbody>
</table>

**Total Credits**: 120
SYNOPSIS OF COURSES

Note: Roman numerals indicate year; Arabic odd numerals, first semester; Arabic even numerals second semester.

LIBERAL ARTS CURRICULUM

FIRST YEAR

CLA Eng. I, 1—ENGLISH COMPOSITION AND RHETORIC

A study of the rhetorical effect of the order and arrangement of words and phrases in sentences, grammatical construction, the mechanics of correct writing. Practice in narration, description and exposition, as well as the writing of essays involving independent thought will be required of all students.

First semester  Prof. O'Connor  3 semester hours

CLA H. I, 1, 2—HISTORY OF CIVILIZATION

This course involves a survey of ancient and medieval history to 1500 A.D., with a special reading course covering the social, economic and cultural phases of representative periods. This will occupy the First Semester. In the Second Semester attention will be devoted to the Renaissance, the Reformation, the French and the Industrial Revolutions. Scientific progress and its bearing upon various phases of Twentieth Century life—social, intellectual, political and economic trends—will be given careful attention.

Both semesters  Prof. Looney  6 semester hours

CJ Eng. I, 2—CREATIVE WRITING

A course based upon the theory that writing is an art to be mastered through practice. Newspaper and magazine articles of recognized literary merit will be used. News and feature articles, editorials and critical reviews of the day will be analyzed and evaluated. The individual student will be encouraged to develop his own powers in the art of writing and to contribute his work to the “Suffolk Journal,” the College monthly.

Second semester  Prof. Eccles  3 semester hours
CLA  Sc. II, 1, 2—General Biology

This course includes the study of man and the nature of his Biological world. It considers the fundamental laws and principles of the structure, functions, development and history of living things. Fundamentals of psychology and sociology. Lectures, recitations and laboratory work. (Laboratory Fee, $10.00.)

Both semesters  Dr. Zahl  6 semester hours

SECOND YEAR

CLA  Eng. II, 1, 2—Survey of English Literature

A study of the development of our literary background from the beginning. The course includes a careful analysis of each period, with a sufficient reference to English History. Representative works in each period are studied. It is an introduction to the proper appreciation of the best in English Literature. Themes and book reviews serve to continue student training in English composition.

Both semesters  Prof. Sheehan  6 semester hours

CLA  Ps. I, 2—General Psychology

A study of the essential facts and principles of human behavior. The inborn tendencies and their functions; the various conscious processes; learning and habit formation; intelligence; individual differences; factors in human personality; a systematic treatment of those mental processes in the individual which determine his social behavior; fields and methods of psychology—applied psychology.

Second semester  Dr. Miller  3 semester hours

THIRD YEAR

CLA  H. II, 1—History of the United States

A broad survey of America from the Colonial period to the present time including the causes and the process of westward migration, national expansion, growth of democracy, the slavery issue, the Civil War, reconstruction, and problems of recent generations.

First semester  Prof. Kelley  3 semester hours
CLA Gv. II, 2—Town, Municipal, County and State Government

A survey of American city governments especially designed for those interested in the management and administration of municipal affairs, and for those who live in an urban environment. Discussion will center about such problems as municipal elections, local law enforcement, efficient municipal administration, experiments in large cities and the relationship of municipal government to federal, state and county governments. A study of the administrative machinery and its relation to public health, public lighting, public recreation, education, fire and police protection is afforded the student from a variety of angles involving the social and economic as well as the political aspects of the problem. Attention will be focused upon the newer types of municipal organization such as commission plan of government, city manager plans. Problems of financial management of municipalities will be presented to the student for critical discussion.

Second semester Judge Simoneau 3 semester hours

CLA Eng. III, 4—Argumentation and Logic

This course is designed to give students the fundamentals of logic, argumentation, and debate; preparation and delivery of speeches; study and practice of parliamentary procedure.

Second semester Prof. Finnegan 3 semester hours

Fourth Year

CLA Gv. III, 1, 2—National Government and Political Parties

This course surveys our National Government and our State Governments—their basic theories, formation, structure and powers, as well as the origin and growth of our national political parties. It offers a description and an analysis of the governments of England and European nations.

Both semesters Prof. Crockett 6 semester hours

CLA S. III, 2—Principles of Sociology

Elements of sociology; general course in foundations of sociology, with a survey of social origins, social evolution and a study of the prevailing types of social activities and social methods of present day society.

Second semester Dr. Smith 3 semester hours
FIFTH YEAR

CLA Ec. IV, 1—INTRODUCTION TO ECONOMICS
This course is an introductory survey of economic principles underlying the processes of production, distribution, pricing, credit, and capital formation in our contemporary society. Corporate organization, specialization, forces underlying price movements, speculation, money and banking, foreign exchange, and the business cycle are discussed.
First semester  Prof. Griffin  3 semester hours

CLA Ec. IV, 2—INTRODUCTION TO ECONOMICS
This course is a continuation of Economics I, 1 and considers problems of business organization; wages, rent interest, profits; theories of population and immigration; public finance and taxation; free trade and protection; problems of labor organization; and programs of social and economic reform.
Second semester  Prof. Griffin  3 semester hours

CLA H. IV, 4—HISTORY OF AMERICAN FOREIGN POLICY
A survey of the external relations of the United States, from the Revolution to the present time. The course includes a study of the struggle for commercial recognition; the origin and development of the Monroe Doctrine; Westward extension of the nation; international developments during the Civil War period; international arbitration; neutral rights during the World War.
Second semester  Prof. Kelley  3 semester hours

JOURNALISM CURRICULUM
EDITORIAL DEPARTMENT

Ed. I, 1—HISTORY AND PRINCIPLES OF JOURNALISM
First semester  3 semester hours

Ed. I, 2—NEWS WRITING
An introductory course, prerequisite to all other courses in writing and editing. Elements of news: the lead; style and structure of the news story as compared with other forms of writing will be stressed throughout.
Second semester  3 semester hours
Ed. II, 1—Reporting the News

Practical work in gathering news and news writing. This course is designed to acquaint the student with the usual news sources and the work of press associations.

First semester 3 semester hours

Ed. III, 1—Copy Editing

Editing copy, rewriting, headlines. Page make-up and proof reading. The course will stress balance, news selling and the relation between typographical makeup and circulation. The news editor, city editor, magazine editor, country correspondence.

First semester 3 semester hours

Ed. III, 2—Editorial Writing and Feature Writing

The purpose of the editorial, policies, material and composition. Reference library. Feature articles. Critical writing. The syndicated column.

Second semester 3 semester hours

Ed. IV, 1—Editorial Departments


First semester 3 semester hours

Ed. V, 1—Radio Reporting

Radio and the press; technique of news broadcasts; the "acid test" of reporting.

First semester 3 semester hours

Ed. V, 2—The Press and Public Affairs

Reporting and editing news of the activities of the various departments of government as a necessary public function of newspapers and periodicals; influence of the press upon public opinion; work of the public relations journalist.

Second semester 3 semester hours

Administration Department

Adm. II, 2—Newspaper Administration

Organization and operating set-up. Financial structure. Departmental relations.

Second semester 3 semester hours
Adm. III, 1—Mechanics of Production
   The press and composing rooms. Stereotyping, photography, illustration, rotogravure. Make-up.
First semester 3 semester hours

Adm. III, 2—Newspaper Circulation
   Method of distribution and coverage. Costs, postal regulations, newsboy and mail subscriptions. Circulation campaigns.
Second semester 3 semester hours

Adm. IV, 1—Newspaper Promotion
   Building sales and reader interest. Advertising and circulation promotion. Public relations.
First semester 3 semester hours

Ad.R. IV, 2—Radio Mechanics
   See Radio Department.
Second semester 3 semester hours

Adm. V, 1—Advanced Organization Problems
   Trade unions, taxation and insurance. Competition with other media. Personnel.
First semester 3 semester hours

Adm. V, 2—Law of the Press
   Freedom of the press and struggles to secure it. Study of libel and other laws affecting the press. Court decisions.
Second semester 3 semester hours

Advertising Department

Ad. II, 1, 2—Principles of Advertising
   History and philosophy of advertising. Place of advertising in modern business. Preparation of advertising plans. Elementary problems of space, type, copy, display and media.
Both semesters 6 semester hours

Ad. III, 1—Newspaper Advertising
First semester 3 semester hours
Ad. IV, 1—**Newspaper Layout and Typography**
Underlying principles of effective typography in newspaper headlines and the make-up of news pages; typography of advertisements, designing of layouts for advertising matter; stereotypes and engravings; problems of paper, ink and presswork—mechanical problems of newspapers including makeup and layout.
First semester 3 semester hours

Ad. IV, 2—**Advertising Production**
Typography and composition, engraving, and other reproduction processes. Physical uses of advertising. The advertising agency; its functions. Radio advertising, showmanship.
Second semester 3 semester hours

Ad. V, 1—**Newspaper Advertising Salesmanship**
First semester 3 semester hours

* **RADIO DEPARTMENT**

Ad. R. II, 1 (a) **History of Radio**
This course includes the historical background of radio beginning with early attempts of men to convey signals and messages through space leading up to wireless telegraphy and radio broadcasting together with history of the great broadcasting networks.
(b) *Radio of today*—the American and foreign systems of control contrasted. The radio station and radio networks.
(c) *Radio programs*—sustaining and commercial—musical and non-musical—radio technique in general—educational programs—transcriptions and recordings.
(d) *Law of the air*—rights of parties—slander and libel—government control of air lanes—“Public interest, convenience and necessity”—Radio Act of 1927, 1934, zones, licenses, copyrights, etc.
First semester Three semester hours

Adm. R. IV, 2 **Radio Mechanics**
(a) *A non-technical explanation of the mechanics of radio.*
(b) *Engineers* in charge of broadcasting; engineers in control room, studio engineers, Production staff—this includes announcers.

(c) *Program Building.* Local and network programs and methods of program-building, work of Production manager—Studio musicians—staff artists and workers—auditions and selection of talent—Local programs, Remote Control, banquets, celebrations, public events.

Second semester

Three semester hours

Ed.R. V, 1, **Radio Reporter and Lecturer**

(a) *News Commentator*—Preparation of script for news reporting—pitfalls to avoid—good taste, public policy, dangerous news situations—avoiding friction with business office—studio interviews, special news features. Articulation, pronunciation.

(b) *Radio Lecturer*—Preparation of script—timing and rehearsing—necessity of showmanship in preparation—Rehearsal method of delivery—fan mail.

First semester

Three semester hours

*Reference to radio is also made in the following courses: Advertising Production, Advertising Copy and Layout, and Advertising Salesmanship.*

**College of Business Administration**

See special catalogue.

**College of Liberal Arts**

See special catalogue.

**Suffolk Law School and Graduate School**

See special catalogue.
SUFFOLK COLLEGE OF JOURNALISM
Roster of Students for 1936-1937

Arvedon, Kenneth
Barrett, Edward Brendon
Butman, George Stanley
Campbell, Douglas Forster
Chapman, James Francis
Comfort, Aram Vaughn
Crowell, George Francis
Fay, John William, Jr.
Fine, Wilfred Joseph
Gilmore, Richard Piper
Glazer, George Harry
Godfrey, Donald Warren
Hastings, Hollis Washburn
Holmes, David Paul
Horan, Gertrude Marie
Kazarian, Harach
McDonald, George Frank
McDonnell, Thomas Patrick
Marston, Marjorie
Morgan, Robert Foster
Moriarty, Wilfred David
Newhall, Guy Folsom
Onorati, Frank Paul
Oskervitz, Muriel
Parkin, Saul
Powers, Eugene Francis
Rand, James Freeman
Robinson, Verne Winslow
Scholz, Ruth Dole
Shershow, Harry
Silver, Jack
Smith, Nellie Anne
Snow, Mary-Lou
Spencer, Charles Fred, Jr.
Twombly, Robert Fred
Wade, Albert Seldon
Wallbank, Henry Clarence
Wood, Robert Francis
Woodcock, Dorothy Valentine
Yeomans, Thomas Hughes

Winthrop, Mass.
Dorchester, Mass.
Quincy, Mass.
Lawrence, Mass.
North Quincy, Mass.
Stoneham, Mass.
Framingham, Mass.
Marlboro, Mass.
Dorchester, Mass.
Cambridge, Mass.
Cambridge, Mass.
Winthrop, Mass.
Taunton, Mass.
Beverly, Mass.
Newton, Mass.
Bedford, Mass.
Jamaica Plain, Mass.
Canton, Mass.
Quincy, Mass.
Belmont, Mass.
Andover, Mass.
Dedham, Mass.
Revere, Mass.
Swampscott, Mass.
Malden, Mass.
Milton, Mass.
Dorchester, Mass.
Boston, Mass.
Reading, Mass.
Malden, Mass.
Cambridge, Mass.
Andover, Mass.
Danvers, Mass.
Lynn, Mass.
Woburn, Mass.
Saugus, Mass.
West Roxbury, Mass.
Norwood, Mass.
Providence, R. I.
Boston, Mass.
INDEX

Absences, 27
Administration, Officers of, 8
     Offices, 3, 18
Administrative Regulations, 22
Admission, 22
     Advanced Standing, 23
     Application, 25
     Committee on, 13
     Graduate School, 44
     Requirements, 22
     Special students, 24, 25
     Refusal, 23
Advanced Standing, 23
     Special Certificate, 24
     Transcript of Credits, 24
Advantages of Boston, 16
Alumni House, 17
Application, 25
     Refusal, 23
Athletics, 22
Attendance, 27
     Coupons, 27
     Passes, 29
Auditorium, 19
Auditors, 25
Fees, 25, 31
Bills, 31
Bookstore, 19
Boston, Advantages of, 16
Buildings and Equipment, 17
Bulletin Board, 28
Bureau, Placement, 20
Business Administration, 44
Calendar, Academic, 3
Certificate, Advanced Standing, 24
     Special Students, 24, 25
     Doctors, 27
Charter, 5
     Charter Day, 3
Collegiate Department, 9
Co-educational, 14
Commencement Requirements, 33, 34
     Fees, 32, Week, 3
Committee on Admissions, 13
     Curriculum, 13
Conditions, 29, 34
     English, 30, 34
     Removal of, 30
     Special Examinations, 32
Corporation, 7
     Officers of, 7
Correspondence (inside front cover)
     Coupons—Attendance, 27
Course of Instruction, 35
     Elective, 33
     Five-year, 32
     Limits, 26
     Non-credit, 31
     Other Institutions, 27
     Outside Work, 27
     Schedule, 35
     Synopsis, 37
     Withdrawal, 26
Credits, 24
     Advanced Standing, 24
     Certificate, 24
     Junior College, 24
     Transcript, 24
Curriculum, 37-44
     Dean's List, 30
     Debating Society, 21
     Deficiencies, 33-34
     Degree, B.S. in J.
     Candidates for, 25
     Requirements for, 33, 34
     Withholding, 33
Deportment, 27
     Dishonorable dismissal, 28
     Examination Room, 28
     Probation, 28
     Dramatic Society, 21
     Electives, 33
     Employment Bureau, 20
     English Deficiency, 34
     Equipment, 17
     Evening Colleges, 14
     Examinations, 29
     Conduct, 28
     Schedule, 29
     Semester, 29
     Special, 32
     Fees, 32
Execuses, 27
Executive Officers, 8
     Offices, 18
Expenses: See Fees, 31
Extra-curriculum Activities, 13, 20
Faculty, 10
     Admissions, 13
     Advisors, 13
     Committees, 13
     Curriculum, 13
<table>
<thead>
<tr>
<th>Failures, 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees, 31</td>
</tr>
<tr>
<td>Examinations, 32</td>
</tr>
<tr>
<td>Graduation, 32</td>
</tr>
<tr>
<td>Laboratory, 32</td>
</tr>
<tr>
<td>Matriculation, 31</td>
</tr>
<tr>
<td>Reduction, 31</td>
</tr>
<tr>
<td>Refunds, 31</td>
</tr>
<tr>
<td>Textbooks, 32</td>
</tr>
<tr>
<td>Transcript, 32</td>
</tr>
<tr>
<td>Tuition, 31, 34</td>
</tr>
<tr>
<td>University, 31</td>
</tr>
<tr>
<td>Five-year Course, 32</td>
</tr>
<tr>
<td>Founder's Day, 3</td>
</tr>
<tr>
<td>General Information, 14</td>
</tr>
<tr>
<td>Gifts and Bequests, 48</td>
</tr>
<tr>
<td>Glee Club, 21</td>
</tr>
<tr>
<td>Grading, 30</td>
</tr>
<tr>
<td>Graduate School, 44</td>
</tr>
<tr>
<td>Graduation Requirements, 33</td>
</tr>
<tr>
<td>Degrees, 34</td>
</tr>
<tr>
<td>Fee, 32</td>
</tr>
<tr>
<td>Honors, 34</td>
</tr>
<tr>
<td>Guest Lecturers, 11</td>
</tr>
<tr>
<td>Historical Sketch, 6</td>
</tr>
<tr>
<td>Honors, Graduation, 34</td>
</tr>
<tr>
<td>Hours, 3, Lecture, 33</td>
</tr>
<tr>
<td>Office, 3, 18, Semester, 24</td>
</tr>
<tr>
<td>Illness, 27</td>
</tr>
<tr>
<td>Information, General, 14</td>
</tr>
<tr>
<td>Instruction, See courses of, 35</td>
</tr>
<tr>
<td>Officers, 8</td>
</tr>
<tr>
<td>Interviews, 25</td>
</tr>
<tr>
<td>Journal, Suffolk, 22</td>
</tr>
<tr>
<td>Junior College Credits, 24</td>
</tr>
<tr>
<td>Laboratories, 19</td>
</tr>
<tr>
<td>Equipment, 19, Fees, 32</td>
</tr>
<tr>
<td>Location, 19</td>
</tr>
<tr>
<td>Projection Machine, 19</td>
</tr>
<tr>
<td>Lecturers, Guest, 11</td>
</tr>
<tr>
<td>Lecture Halls, 18</td>
</tr>
<tr>
<td>Schedule, 33</td>
</tr>
<tr>
<td>Special Passes, 29</td>
</tr>
<tr>
<td>Liberal Arts, 12, 17, 44</td>
</tr>
<tr>
<td>Library, 8, 18</td>
</tr>
<tr>
<td>Location of College, 16</td>
</tr>
<tr>
<td>Lounges, 19</td>
</tr>
<tr>
<td>Men, 19, Women, 19</td>
</tr>
<tr>
<td>Faculty, 19</td>
</tr>
<tr>
<td>Matriculation Fee, 31</td>
</tr>
<tr>
<td>Midyear, 33</td>
</tr>
<tr>
<td>Monitors, 29</td>
</tr>
<tr>
<td>Office, 18, Executive, 18</td>
</tr>
<tr>
<td>Hours, 3, Location, 18</td>
</tr>
<tr>
<td>Officers of, 8</td>
</tr>
<tr>
<td>Instruction, 10, Executive, 8</td>
</tr>
<tr>
<td>Oratorical Contests, 21</td>
</tr>
<tr>
<td>Orchestra, 21</td>
</tr>
<tr>
<td>Outside Work, 27</td>
</tr>
<tr>
<td>Personal Messages, 28</td>
</tr>
<tr>
<td>Placement Bureau, 20</td>
</tr>
<tr>
<td>Press, University, 19</td>
</tr>
<tr>
<td>Probation, 28</td>
</tr>
<tr>
<td>Program Changes, 26</td>
</tr>
<tr>
<td>Readmission, 26</td>
</tr>
<tr>
<td>Record, Transcript of, 32</td>
</tr>
<tr>
<td>Refund, 31</td>
</tr>
<tr>
<td>Registration, 25, Fee, 31</td>
</tr>
<tr>
<td>Late, Limits, 26</td>
</tr>
<tr>
<td>Other Departments, 25</td>
</tr>
<tr>
<td>Requirements, 22</td>
</tr>
<tr>
<td>Re-registration, 26</td>
</tr>
<tr>
<td>Regulations, Administrative, 22</td>
</tr>
<tr>
<td>Reports, Semester, 30</td>
</tr>
<tr>
<td>Requirements for Admission, 22</td>
</tr>
<tr>
<td>Degrees, 33, Graduation, 33</td>
</tr>
<tr>
<td>Roster of Students, 45</td>
</tr>
<tr>
<td>Schedule of Courses, 35</td>
</tr>
<tr>
<td>Synopsis, 37</td>
</tr>
<tr>
<td>Scholastic Requirements, 30</td>
</tr>
<tr>
<td>Standing, 29, 30</td>
</tr>
<tr>
<td>School Year, 33</td>
</tr>
<tr>
<td>Semester, Examinations, 29</td>
</tr>
<tr>
<td>Credit, 30, Hour, 24, Report, 30</td>
</tr>
<tr>
<td>Smoking Restrictions, 28</td>
</tr>
<tr>
<td>Rooms, 19</td>
</tr>
<tr>
<td>Special Students, 24</td>
</tr>
<tr>
<td>Standing, 29, 30</td>
</tr>
<tr>
<td>Students, Roster of, 45</td>
</tr>
<tr>
<td>Admission, 22</td>
</tr>
<tr>
<td>Part-time, 26, Special, 24</td>
</tr>
<tr>
<td>Classification, 26</td>
</tr>
<tr>
<td>Matriculated, 31</td>
</tr>
<tr>
<td>Standing, 29, 30</td>
</tr>
<tr>
<td>Re-registration, 26</td>
</tr>
<tr>
<td>Reinstatement, 27, 28</td>
</tr>
<tr>
<td>Suffolk Journal, 22</td>
</tr>
<tr>
<td>Suffolk Players, 21</td>
</tr>
<tr>
<td>University Press, 20</td>
</tr>
<tr>
<td>Suspension, 29</td>
</tr>
<tr>
<td>Telephone Calls, 28</td>
</tr>
<tr>
<td>Tests, 29</td>
</tr>
<tr>
<td>Textbooks, 32</td>
</tr>
<tr>
<td>Transcript of Record, 32</td>
</tr>
<tr>
<td>Treasury Department, 8, 20</td>
</tr>
<tr>
<td>Trial Board, 28</td>
</tr>
<tr>
<td>Trustees, 7</td>
</tr>
<tr>
<td>Tuition: See Fees, 31</td>
</tr>
<tr>
<td>Arrears, 34</td>
</tr>
<tr>
<td>Unit Defined, 23</td>
</tr>
<tr>
<td>University, 4, Officers of, 8</td>
</tr>
<tr>
<td>Mission of, 15, Press, 17, 20</td>
</tr>
<tr>
<td>Fee, 31, Year, 33, Building, 17</td>
</tr>
<tr>
<td>Withdrawals, 26</td>
</tr>
</tbody>
</table>
GIFTS AND BEQUESTS

Suffolk University will welcome gifts and bequests:

(a) For a general endowment fund
(b) For professorships in any department
(c) For scholarships in any department
(d) For Student Loan Funds
(e) For a progressive building program as needs may arise
(f) For a general library fund

The President of the University will gladly confer with any prospective donor as to the needs of the various departments.

FORM OF BEQUEST

I give and bequeath to Suffolk University, a corporation organized by the Legislature of Massachusetts for the education of deserving youth by Chapter 237, Acts of 1937, to be applied to the educational uses and purposes of the said University and under its direction the following sums:
SUFFOLK UNIVERSITY
(Incorporated, April 1937)

SUFFOLK LAW SCHOOL
Thirty-second year begins September 20, 1937.
Four-year course—LL.B. degree.
Students may attend classes at:
10:00 A.M., 5:30 P.M., 7:30 P.M., Monday, Tuesday and Friday.
Tuition $160 a year, payable quarterly.
Entrance requirements—Until September 1, 1938—day high-school education.
Apply for catalogue and registration blank
CAPitol 0555-0556
20 Derne Street, Boston

COLLEGE OF LIBERAL ARTS
Fourth year begins September 27, 1937.
Five-year course—A.B., B.S., B.S. in Education degrees.
Evening classes—Monday, Tuesday, Thursday and Friday—6:00 to 9:00 P.M.
Tuition $160 a year, payable quarterly.
Entrance requirements—day high-school education.

COLLEGE OF BUSINESS ADMINISTRATION
First year begins September 27, 1937.
Five-year course—B.B.A. degree.
Evening classes—Monday, Tuesday, Thursday and Friday—6:00 to 9:00 P.M.
Tuition $160 a year, payable quarterly.
Entrance requirements—day high-school education.
Apply for college catalogues and registration blank
CAPitol 0131
59 Hancock Street, Boston
(after September 1, 1937)
20 Derne Street, Boston

COLLEGE OF JOURNALISM
Second year begins September 27, 1937.
Five-year course—B.S. in J. degree.
Evening classes—Monday, Tuesday, Thursday and Friday—6:00 to 9:00 P.M.
Tuition $200 a year, payable quarterly.
Entrance requirements—day high-school education.

COLLEGIATE DEPARTMENTS — CO-EDUCATIONAL