SUFFOLK UNIVERSITY

College of Liberal Arts
College of Journalism
College of Business Administration

ANNOUNCEMENTS FOR 1939-1940
Catalogue for 1938-1939

BOSTON · MASSACHUSETTS
Series 2 · MARCH 1939 · Volume I
PURPOSE OF SUFFOLK UNIVERSITY

Suffolk University is committed to the ideal that training in the liberal arts is a necessary part of a complete education whether professional or otherwise. It believes that opportunities for training in the liberal arts should be made available to all who can profit by them irrespective of economic status.

I. Co-education—Low Tuition. By maintaining low tuition rates and by offering instruction both in the day and in the evening, it makes this important type of education available to men and women who must earn their living while attending college.

II. Preparation for Further Study. It definitely prepares men and women for professional study, for graduate work in the liberal arts and for teaching.

III. Preparation for Intelligent Living. Its spirit and purposes are such that it endeavors to aid its graduates in developing a foundation and framework of knowledge which will enable them to live intelligently in this new age.
CORRESPONDENCE
All correspondence should be addressed to
Executive Secretary, Suffolk University
20 Derne Street, Boston, Massachusetts

OFFICE HOURS
The Executive Offices 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. During July and August the offices are closed on Saturdays.

TELEPHONE
Capitol 0555
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FIRST SEMESTER

Founder's Day .........................................................Tuesday, September 19
Academic year opens—classes begin ....................................... Monday, September 25
First Quarter bills payable ................................................ Monday, September 25
*Columbus Day; classes suspended ..................................Thursday, October 12
October Tests begin .....................................................Monday, October 16
October Tests end .............................................................. Saturday, October 28
*Armistice Day; classes suspended ...................................Saturday, November 11
November Tests begin ....................................................Monday, November 13
Second Quarter bills payable .............................................. Monday, November 20
November Tests end .......................................................Saturday, November 25
*Thanksgiving Day; classes suspended ............................Thursday, November 30
Christmas Recess begins ..................................................Saturday, December 16
Classes resume .................................................................Tuesday, January 2
First Semester Examinations begin ......................................Monday, January 15
First Semester Examinations end ........................................Saturday, January 27

SECOND SEMESTER

Second Semester begins; classes resume ................................Monday, January 29
Third Quarter bills payable ...............................................Monday, January 29
February Tests begin .....................................................Monday, February 19
*Washington's Birthday; classes suspended .........................Thursday, February 22
February Tests end ..........................................................Saturday, March 2
Spring Recess begins .....................................................Saturday, March 16
Classes resume ...............................................................Monday, March 25
Fourth Quarter bills payable ..............................................Monday, March 25
April Tests begin ............................................................Monday, April 1
April Tests end ...............................................................Saturday, April 13
*Patriot's Day; classes suspended .....................................Monday, April 19
Charter Day ........................................................................Monday, April 29
Junior Prom .......................................................................Wednesday, May 8
Senior Banquet ..................................................................Wednesday, May 15
Second Semester Examinations begin .................................Monday, May 20
*Memorial Day; examinations suspended ..........................Thursday, May 30
Second Semester Examinations end ......................................Friday, May 31
Baccalaureate Service ......................................................Sunday, June 9
Alumni Night .......................................................................Monday, June 10
Class Day ...........................................................................Wednesday, June 11
Commencement Exercises ......................................................Thursday, June 13

SUMMER SESSION

Summer Session begins ....................................................Wednesday, July 5
Summer Session ends ........................................................Saturday, August 12

* Classes suspended on holidays will be made up on the following Wednesday.
The first unit of Suffolk University has been in successful operation for thirty-three years. Suffolk Law School was founded in September 1906 by Gleason Leonard Archer, a young lawyer who had encountered great hardship in winning his own education and who had succeeded only because a kind-hearted man of wealth had befriended him in a time of need. Resolved to establish a law school for ambitious young men who are obliged to work for a living, Mr. Archer held his first law classes in the living room of a modest apartment in Roxbury. Because of his enthusiasm for the work, his ability as a teacher and administrator the school speedily won success, being chartered with degree granting powers by the Legislature of Massachusetts in 1914.

Early in its history the Suffolk Law School gained national recognition as a training school for lawyers. Self-supporting students in an ever widening circle found in Suffolk a haven of opportunity. Judges, lawyers, business men, leaders in political and civic life owe their advancement to the training received at Suffolk Law School. The rising cost of higher education in recent years has brought about an extension of Suffolk’s educational program. Although New England has long been famous for its colleges and universities, until 1934 when Suffolk College of Liberal Arts was founded there was no opportunity east of New York City where an ambitious man or woman might earn a Bachelor of Arts degree entirely through evening study. Suffolk was the first to recognize and to provide for this need—our Liberal Arts department opening its doors to students September 24, 1934. The Legislature of Massachusetts gave the new college a special degree-granting charter in February 1935.

A Graduate School of Law was established in September 1935 and a College of Journalism one year later. The various departments of Suffolk were incorporated by the Massachusetts legislature in April 1937 whereupon the Trustees of the institution elected Gleason L. Archer, the founder and guiding spirit of it all, as President of Suffolk University.

A building campaign was at once inaugurated to provide adequate facilities for the growing institution. The main building (erected in 1920-21) and annex (1923-24) were remodeled and upper stories added thus providing a thoroughly up-to-date University Building six stories in height and occupying the entire space bounded by Temple Street, Derne Street, Ridgeway Lane and an alley separating the premises from the property of the Methodist Church on Temple Street.

The new building has a splendid auditorium seating one thousand persons, twenty-four lecture halls and laboratories, offices and equipment for expeditious handling of large numbers of students. The University Library wins the admiration of visiting educators. Completion and dedication of the University Building occurred in February 1938—delegates from fifty colleges and universities participating in impressive ceremonies.

**SUMMARY OF DEPARTMENTS**

<table>
<thead>
<tr>
<th>Department</th>
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<td>Suffolk Law School</td>
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<td>College of Liberal Arts</td>
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<td>Graduate School of Law</td>
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<td>September 22, 1936</td>
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<td>College of Business Administration</td>
<td>September 27, 1937</td>
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THE LAW SCHOOL CHARTER
Chapter 145 — Acts of 1914

An Act to incorporate the Suffolk Law School

BE IT ENACTED BY THE SENATE AND HOUSE OF REPRESENTATIVES IN GENERAL COURT ASSEMBLED, AND BY THE AUTHORITY OF THE SAME AS FOLLOWS: SECTION 1. Gleason L. Archer, Thomas J. Boynton, Wilmot R. Evans, Jr., James H. Vahey, Sumner Robinson, Charles W. Bartlett, Joseph F. O'Connell and their successors are hereby made a corporation by the name of the Suffolk Law School for the purpose hereinafter named. The said corporation shall consist of seven members only and shall have power to fill vacancies within itself. Four of the members shall be members of the Massachusetts Bar. The corporation is hereby empowered to take over the property of the corporation known as the Suffolk School of Law located in Tremont Temple in the City of Boston.

SECTION 2. The purpose of the said corporation shall be to furnish instruction in law and for this purpose it may appoint such teachers and lecturers and adopt such forms of organization, by-laws, regulations and methods of administration as it may deem advisable. The corporation shall provide suitable offices, library and lecture halls and shall pay the expenses of maintaining the said school devoting its income to that end.

SECTION 3. The course of instruction furnished by the corporation shall occupy not less than four years and to students of the school properly accredited and recommended by a majority of the faculty of the school the corporation may grant the degree of Bachelor of Laws.

SECTION 4. This act shall take effect upon its passage.

THE LIBERAL ARTS CHARTER
Chapter 15 — Acts of 1935

An Act to grant certain Powers to Suffolk Law School

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.

BE IT ENACTED BY THE SENATE AND HOUSE OF REPRESENTATIVES IN GENERAL COURT ASSEMBLED, AND BY THE AUTHORITY OF THE SAME, AS FOLLOWS: The trustees of Suffolk Law School, a corporation created by chapter one hundred and forty-five of the acts of nineteen hundred and fourteen, are hereby empowered to confer the degree of Master of Laws and to establish and maintain a college of liberal arts with power to confer the degrees usually awarded by colleges of liberal arts in this commonwealth except the degrees of doctor of philosophy and doctor of laws.

THE UNIVERSITY CHARTER
Chapter 237 — Acts of 1937

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.
THE CORPORATION

Corporate Name: Suffolk University

OFFICERS OF THE CORPORATION

Hon. Thomas Jefferson Boynton, Chairman
Hon. James Marcus Swift, Vice-Chairman
Hiram John Archer, Clerk
Gleason Leonard Archer, Treasurer

BOARD OF TRUSTEES

Life Members

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

Hon. James Marcus Swift
Attorney-General of Massachusetts, 1911-1913

Gleason Leonard Archer
Founder and Dean of Suffolk Law School

Hiram John Archer
Director, Department of Research and Review, Suffolk Law School

Hon. Joseph Everett Warner
Attorney-General of Massachusetts, 1928-1934

John Shepard, 3d
President, The Yankee Network

Term expires June, 1942

John Griffin
Vice-President, John F. Griffin Company

Thomas Francis McNichols
Branch Manager, First National Bank of Boston

Herbert Prior Vallee
President, Rudy Vallee, Inc.

Term expires June, 1943

Arthur Warren Hanson
Professor of Accounting, Harvard University

Ernest Roy Blaisdell
New England District Manager, The Structural Slate and Natural Slate Blackboard Companies

Term expires June, 1944

William F. A. Graham, Esq.
Senior Member, Lee and Graham
SUFFOLK UNIVERSITY

OFFICERS IN THE UNIVERSITY

Gleason Leonard Archer, LL.D. ..................President and Treasurer
Miss Carrolia Abbott Bryant ........................Executive Secretary
Paul Abner MacDonald, LL.B. ..........................Bursar
Miss Catharine Cecelia Caraher, B.A.O. ...........Assistant Treasurer
Miss Mary Esther Newsome ..........................University Librarian
Mrs. Marian Archer MacDonald, A.B., LL.B. ....University Book Store
Miss Edith Rhoda Doane, A.B. ......................Director Placement Bureau,

MEMBERS OF THE FACULTY AND TEACHING STAFF
PROFESSORS, ASSOCIATE PROFESSORS, ASSISTANT PROFESSORS
INSTRUCTORS AND LECTURERS

Gleason Leonard Archer .................................President of the University
LL.B. Boston University 1906; LL.D. Atlanta Law School 1926

Donald Wilson Miller ..................................Dean of the College of Liberal Arts
B.S. Colby 1925; A.M. George Peabody 1926; Ed.M., Ed.D., Harvard 1927, 1929

Gleason Leonard Archer, Jr. ..........................Instructor in German
A.B. Harvard 1938; LL.B. Suffolk 1939

Harold Bennison ........................................Assistant Professor of Journalism
A.B. Harvard 1916; LL.B. Suffolk 1926; Reporter, Boston Journal, 1916-17;
Reporter, Boston Post, 1917-18; Reporter, News Editor, Make-up Editor, City
Desk, Staff Reporter, Boston Traveler, 1921

Donald Theodore Brodine ...............................Assistant Professor of English
A.B. Grinnell 1931; A.M. Tufts 1933

Walter Harold Claflin ..................................Professor of History
A.B., A.M., Ph.D. Harvard 1902, 1903, 1908; Sorbonne 1904-1905

Harry Clark .............................................Professor of Physics
B.S., M.S. New York University 1907, 1908; A.M., Ph.D. Harvard 1911, 1914

Mark Vernon Crockett ..................................Lecturer on Government
Professor of Law in the Law School
A.B. University of Maine 1919; LL.B. Suffolk 1927; Ed.M. Teachers College
of the City of Boston, 1937

Francis Morton Currier ..................................Professor of German
A.B., A.M., Ph.D. Harvard 1917, 1921, 1936

Albert Lorenzo Delisle ..................................Associate Professor of Biology
B.S. Massachusetts State 1932; A.M., Ph.D. Harvard 1933, 1937

Daniel Michael Driscoll ..................................Instructor in Journalism
A.B. Boston College 1928; Telephone solicitor, promotion copy, advertising
salesman, Boston Herald-Traveler, 1928—; Lecturer on Advertising, Boston
College, 1937—

Thomas George Eccles ..................................Assistant Professor of Journalism
A.B. Boston College 1923; Ed.M. Harvard 1934.
SUFFOLK UNIVERSITY

Horton Edmands ...........................................Instructor in Journalism
Harvard 1907-11; Reporter, Boston Herald, 1911-12; Reporter, Boston Traveler, 1912-17; Rewrite man, Boston Traveler, 1920-27; Assistant City Editor, Boston Traveler, 1927—

Albert Woodbury Emmons ..................Assistant Professor of Economics
A.B., M.C.S. Dartmouth 1917, 1920; LL.B. Suffolk 1931.

Donald Malcolm Greer..........................Professor of History

Charles Griffin .............................Assistant Professor of Journalism

Harry Louis Hansen ......................Assistant Professor of Marketing
B.S. Haverford 1933; M.B.A. Harvard 1935; Ph.D. Harvard 1939

Ralph LeRoy Harlow ..........................Assistant Professor of Journalism
With Cohan and Harris Theatrical Producers, 1907-10; member Board of Directors, Wm. Filene's Sons Company, 1910-25; President and Treasurer, Nelson Duncan and Harlow Advertising Agency, 1925-28; Assistant to the President, Yankee Network, Inc., 1928—

Shirley Wilcox Harvey .......................Professor of English

Arnold Didrik Hestenes ..................Assistant Professor of Mathematics

Clarence Byron Hill ......................Assistant Professor of Chemistry
A.B. Boston University 1906; Ed.M. Harvard 1928; Munich 1931-1932.

A. Sidney Kingsmill ..................Assistant Professor of Finance

Carroll A. Lake ..........................Assistant Professor of Journalism
Grand Rapids, Junior College 1916-18; University of Michigan 1918-20; Reporter, Grand Rapids Herald and Grand Rapids News, 1918-20; Civil Engineer, Maintenance of Way Division, Pennsylvania Railroad, 1920-21; Reporter, rewrite man, copyreader, make-up, St. Louis Globe-Democrat, 1921-27; Copyreader, head of copy desk and make-up, Christian Science Monitor, 1927—. Newspaper consultant and make-up adviser to press associations; New England Press Association, Maine Press Association, Massachusetts Press Association, 1936—

*William Francis Looney ..................Associate Professor of History

Victor Augustus Lowe ..................Associate Professor of Philosophy

Cedric William Lutz ..................Assistant Professor of Accounting
B.S. Arizona 1932; M.B.A. Harvard 1937

Robert Bernard Masterson ..................Assistant Professor of Education
A.B., A.M. Holy Cross 1907, 1913; Ed.M. Harvard 1925.

* On leave of absence until 1941.
WOODSIDE VANCE MONEGAN...................... Instructor in Business Statistics  
Ph.B. Wisconsin 1938; M.B.A. Harvard 1938

WALLACE WYMAN PERKINS ...................... Assistant Professor of French  

FRANK LAUREL PIZZUTO ............................ Instructor in Italian  
A.B. Boston University 1923; A.M. Harvard 1925.

HARLAND R. RATCLIFFE ............................. Assistant Professor of Journalism  
B.S. Colby 1923; School and College Editor, Make-up Editor, City Editor, Feature Editor, Boston Transcript, 1923—; Instructor in Journalism, Simmons College, 1934-36.

FRANK ERNEST SCHUELER ................................ Instructor in Journalism  
Cost estimator, Assistant to the President, Isaac Trouty Company, 1916-23; Secretary to Chief Chemist, Secretary to Executive Vice-President, Chief Clerk in Personnel Department, Secretary to Vice-President in charge of sales, Associated Oil Companies, 1923-30; Treasurer and Manager, Melrose Free Press, 1930—

ALVA TISDALE SOUTHWORTH ...................... Assistant Professor of History  
A.B. Harvard 1903; Marburg 1906.

ROGER ADAMS STINCHFIELD .......................... Lecturer on Government  
Professor of Law in the Law School  
B.S. Colby 1926; LL.B., LL.M. Suffolk 1930, 1937.

HAROLD SOWERBY WILSON .............................. Instructor in English  
A.B. Dalhousie 1927; A.M. Harvard 1929; 1933 Harvard

FACULTY COMMITTEES FOR 1939-1940

The President of the University and the Dean of the College of Liberal Arts are ex officio members of all committees.

ADMISSIONS ...........................................Professors Currier and Masterson
CATALOGUE ........................................Professors Demerath, Greer and Lake
CURRICULUM ...........................................Professors Harvey, Lake and Pizzuto
GRADUATE WORK ....................................Professors Delisle and Lowe
LIBRARY ..............................................Professors Claflin, Currier, Harvey and Lake
PUBLIC EXERCISES ................................Professor Looney
STUDENT ACTIVITIES ............................Professors Crockett, Eccles, Lutz and Monegan

STAFF MEMBERS

MISS CARROLLA ABBOTT BRYANT .............. Registrar and Secretary to the Faculty
THOMAS IGNATIUS HARKINS ...................... Assistant to the Registrar
FLORENCE ELIZABETH GRAY, B.S., M.S. .......... Recorder
EDITH RHODA DOANE, A.B. .................. Field Secretary, Co-ordinator Student Activities
NELLIE ANNE SMITH ................................ Assistant in the Library
THEODORE BAKER ................................. Superintendent of Buildings
ADVANTAGES OF BOSTON

BOSTON—CENTER OF SUPERIOR EDUCATIONAL ADVANTAGES

Students 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 University. 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, 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.

TRANSPORTATION

The main railroad centers in Boston, the North and South Stations, are within a few minutes walk from the University. The same holds true for the Park Street subway station and the Park Square and Bowdoin Square bus lines. The State House is a landmark even for strangers in Boston and the rear wing of the Capitol as indicated above, is next-door neighbor to the University Building. Few, if any, locations could offer greater accessibility to transportation facilities.

BUILDING AND EQUIPMENT

UNIVERSITY BUILDING

The University Building is a modern fireproof structure located at the corner of Derne and Temple Streets, Beacon Hill. The cornerstone of the first unit of the building was laid in 1920 by Calvin Coolidge, then Governor of Massachusetts and nominee for Vice-President of the United States. The last unit was added in 1937 and the completed building was formally dedicated in February 1938.

The University Building occupies the entire space bounded by Temple Street, Derne Street and Ridgeway Lane running back 150 feet to an alley; hence it has light and air on all sides. Eleven dwelling houses were razed to make way for this massive structure. The building has 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.

Splendid accommodations for educational work are provided in this building. Located in it are the Executive Offices, the University Library, twenty-three lecture halls, laboratories for Biology, Chemistry and Physics, the University Auditorium, Faculty Room, Trustees Room, Bookstore, rest rooms for women, and lounging rooms for men.
directory indicating the location of each of these facilities will be found in the Student's Handbook. Certain of the more important facilities are described below.

**The University Library**

The University Library occupies the major portion of the third floor of the University building. The main reading room is beautifully lighted and has electrically operated ventilators. Including the balcony there is a total stack capacity of forty-five thousand volumes. All books, except those on required reading lists which are on reserve and are kept at the charging desk, are on shelves open to the students, faculty and alumni.

In addition to the standard reference books and texts needed for the various courses, the Library receives regularly many newspapers, periodicals and government publications. The Library is open from 9:00 A.M. to 10:00 P.M. Monday through Friday; 9:00 A.M. to 5:00 P.M. Saturday; and 2:00 P.M. to 6:00 P.M. Sunday.

The University Library serves not only the College of Liberal Arts but also the Law School, the College of Journalism, the College of Business Administration, and the graduate schools. Reference books, encyclopedias, classical and historical volumes, source material for research and every aid to scholarship are provided.

*By arrangement with the Boston Public Library all Suffolk students, whether residents of Boston or not, are entitled to the privileges of the Boston Public Library. Non-resident students must obtain special cards from the University Librarian.*

Our library is a member of the American Library Association and Special Libraries Association.

**Biological Laboratory**

Adjoining the Science Lecture Hall is the Biological Laboratory provided with laboratory stools and tables. Commodious cabinets with glass doors provide storage and display space for laboratory equipment and specimens. Water, gas, and electricity are provided for laboratory use.

The Biological Laboratory is equipped for units of forty students doing individual work at one time. A sufficient number of sets containing microscope slides covering topics in both Botany and Zoology; microscope lamps; ample preserved material; compound microscopes each with objectives and eyepieces, Bausch and Lomb, as well as Zeiss manufacture, are provided. A dissecting scope; a Zeiss Micro Projector; wall charts; lantern slide projector with delineoscope attachment; a collection of lantern slides illustrating various phases of Botany and Zoology; a collection of films covering eighteen different topics; and other laboratory apparatus round out the equipment for laboratory study and teaching in this Science.

**Chemical Laboratory**

The University is fortunate in having available a large and airy hall for the development of its chemical laboratories. When completely
equipped, the chemical laboratories will be adequate for both introductory and advanced work and will accommodate units for seventy-two students working at one time. A portion of the equipment has already been installed. It is hoped that before the start of the University Year 1939-40 that additional equipment will be in readiness thus completing the last unit of the scientific laboratories of Suffolk University.

**Physical Laboratory**

Directly above the Biological Laboratory, in a room of the same dimensions, will be found the Physical Laboratory which was equipped during the Summer of 1938. The hall is provided with laboratory tables and stools to accommodate units of twenty students working at one time. Water, gas, and electricity are provided for laboratory use. Apparatus of excellent quality has been installed thus enabling students to perform the experiments customary in the most advanced laboratory courses.

**University Auditorium**

When the first unit of our school home was constructed it included an auditorium on the Temple Street side of the building with a seating capacity of one thousand. A completely equipped stage affords excellent facilities for student dramatics. The auditorium is also used for mass meetings, commencements, concerts and similar functions.

**Bookstore**

The Bookstore is located on the second floor of the University Building. It has every facility for the rapid handling of textbooks and other college supplies, thus avoiding delays and congestion.

**Recreational Facilities**

The University Building has a flat roof with an area of more than thirteen thousand square feet open to students for recreational purposes. A large hall on the second floor of the school building is reserved for student activities.
ADMISSION REQUIREMENTS

ADMISSION TO THE FRESHMAN CLASS

Suffolk University is open to students of both sexes on equal terms, except that the College of Liberal Arts, the College of Journalism and the College of Business Administration reserve the right to limit the number of women who may enter in any one year.

Applicants for admission to the Freshman class must qualify by one of the following methods:

1. Graduation from an approved course of study in an accredited high school or preparatory school.
2. Completion of fifteen acceptable secondary school units with a degree of proficiency satisfactory to the Committee on Admissions.

All admissions to the Freshman class or to advanced standing are under the direction of the Committee on Admissions. It is desirable that applicants meet the distribution of entrance units as given below in order that they may go forward without having to do any work in college preliminary to the prescribed courses. In the admission procedure, however, the committee places greater emphasis upon the applicant's scholastic record and other evidences of intellectual ability than upon any fixed distribution of entrance units.

In addition to scholarship the committee considers qualities of character, industry, leadership and health. To this end, a personal interview with the Dean or Registrar is required before a student may be admitted to any of the Colleges. It is advisable that this interview be arranged as far in advance of the opening date as possible. Testimonials of good moral character must be on file before the application can be acted upon.

DISTRIBUTION OF ENTRANCE SUBJECTS

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<td>Foreign Language</td>
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<td>History</td>
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<td>Algebra</td>
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<td>Plane Geometry</td>
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<tr>
<td>Natural Science</td>
<td>1</td>
</tr>
<tr>
<td>Other accepted units</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

1. Candidates for admission who lack any of the prescribed units will be admitted only by special action of the Committee on Admissions.
2. Candidates for the A.B. degree must major in Latin, French or German. For admission to candidacy for this degree with a major in Latin, candidates should present two units, preferably four of Latin.
3. Candidates for the B.S., B.S. in Education, B.S. in Journalism or B.S. in Business Administration degrees who on entrance have not the full language, mathematics or science requirements will receive college
credit for the additional work in such subjects required to be taken at Suffolk, but the number of hours available for elective subjects will be correspondingly reduced. Credit toward such work counts only in the total toward graduation and not toward meeting degree requirements.

**Definition of a Unit**

A unit of work in high school is considered 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. Each high school graduate is expected to complete four years of high school English, for which only three entrance units are allowed.

**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 Undergraduate Standing**

Applicants who have completed, with a grade of C or better, courses in a college, junior college, or other institution of collegiate rank of recognized standing will be permitted to enroll as students in advanced standing subject to conditions outlined below:

1. The Registrar of the institution previously attended must send a certificate of honorable dismissal direct to the Registrar of the College of Liberal Arts, College of Journalism or College of Business Administration, depending upon which department the student desires to enter.

2. The applicant for advanced standing should request the Registrar of the college previously attended to send also an official transcript of credits. Transcripts should specify courses, semester hours of credit and grade for each course, and the semester when taken, with the passing mark, a key to grades not in per cents and a statement of the units accepted for entrance. *Transcripts of such work, if possible, should be submitted one month in advance of Registration Day. Grade reports, diplomas or lists of credits submitted by the applicant will not be accepted as a basis for granting advanced standing.*

3. 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.

4. All requirements for admission to the Freshman class must have been complied with before advanced standing can be granted.

5. Not more than one-fourth of the credits accepted from another college may be of D grade.
6. All grants of advanced standing credit are made on a provisional basis. Grants so made become final only after the student has satisfactorily completed twenty-four semester hours of work in Suffolk University in the College from which he anticipates receiving his degree.

7. Whenever a student enters with advanced standing and later proves to be inadequately prepared in any of his prerequisite subjects, the Faculty reserves the right to require him to make up such deficiencies prior to graduation.

8. The grant of advanced standing credit shall not exceed seventy-two semester hours.

Semester Hour

In estimating advanced standing credit, the unit employed 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. After all credits have been evaluated, proper notification will be sent to the applicant.

Admission of Special Students

A limited number of special students may be admitted each year on satisfying the Committee on Admissions as to their ability to profit by the courses to which they seek admission. Special students are those who are not candidates for a degree.

Men and women over twenty-one years of age who cannot satisfy the entrance requirements may be admitted as special students upon recommendation of the Committee on Admissions. It will be necessary for the applicant to file with the Registrar a full statement of his qualifications. Candidates are requested to present this statement at least three weeks before the beginning of the college year.

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

Registration and General Regulations

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. This written permission must be sent to the Registrar of the
College in which the student is registered. It then becomes a part of the student's records and will not be returned.

REGISTRATION FROM OTHER DEPARTMENTS

A student enrolled as a candidate for a degree in another Department of the University may register for courses in either of the Colleges without payment of an additional registration fee.

REGISTRATION FOR COURSES IN OTHER INSTITUTIONS

No student in any College of Suffolk University in the expectation of receiving advanced standing credit may enroll for courses in other institutions without notifying in writing the Dean of the College in which he is enrolled. 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 sent by the Registrar of the institution in which the course was taken direct to the Registrar of the College in which the student is enrolled in Suffolk University.

DAY AND EVENING DIVISIONS

Although Suffolk University is open to worthy students of all types it nevertheless makes special provision for those who must earn a part or all of their expenses while attending school. Day and evening classes are maintained in all undergraduate departments. Thus students who are not under the necessity of working may select lecture schedules that will permit them to take thirty semester hours a year and so earn a degree in four years.

Students who are working cannot hope to take more than twenty-four semester hours a year, thus requiring five years of attendance for the degree of A.B., B.S. or another undergraduate degree.

A student may enroll for less than twenty-four semester hours at a corresponding decrease in tuition.

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

Each full-year course, with the exception of certain laboratory courses, 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.

SUMMER SESSIONS

Students may attend summer sessions but cannot earn more than six semester hours in a given summer.

LECTURE HOURS

*Day Division—Classes will meet Monday, Tuesday, Thursday and Friday mornings with sessions from 9:15 A.M. to 12:00 M.

*A student taking an eight-semester-hour Science course in addition to other regularly scheduled classes, must attend Wednesday mornings or Wednesday evenings, depending upon the Division in which he is enrolled.
*Evening Division—Classes will meet Monday, Tuesday, Thursday and Friday evenings with sessions from 6:00 to 8:50 P.M. The evening Division is designed especially for those employed during the day.

Late Afternoon Courses—A limited number of courses will be offered on Monday, Tuesday, Thursday and Friday from 4:30 to 5:45 P.M. These courses should appeal especially to teachers in public and private schools desiring to make progress toward fulfilling the requirements for a degree.

Saturday Morning Courses—Special courses, primarily for teachers, but open to other qualified students, will be offered on Saturdays with sessions from 9:30 A.M. to 12:00 M.

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. A student who is absent for one month will be automatically withdrawn. A notice to that effect will be sent to 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 written 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. A coupon must be presented to the class monitor before admittance to lectures may be granted. These coupons serve as a record of attendance and should be guarded with care. Coupons are individually numbered and must not be exchanged. Incorrectly marked or dated coupons will not be recorded.

Change of Courses

The regular procedure in changing a course or in withdrawing from a course is by written recommendation of the professor whose course is to be discontinued and by written consent of the Dean of the College in which the student is enrolled. These notices must be sent to the Registrar for recording.

Taking a new course in lieu of the one discontinued shall be by written consent of the professor in charge of such course and with the approval of the Dean of the College in which the student is enrolled. Notices must be sent to the Registrar for recording.
WITHDRAWAL FROM COURSES—PENALTIES

Courses for which the student has been officially enrolled and from which he withdraws without permission will be recorded as "failure", unless discontinued within the first two weeks of the semester because of illness or other reasons satisfactory to the Dean of the College in which the student is enrolled.

Any course carried beyond the second week of any semester must be passed successfully before a student may present himself as a candidate for a degree.

WITHDRAWAL FROM COLLEGE

A student desiring to withdraw from College before the end of a semester must give notice to the Registrar in writing prior to the withdrawal. Written permission for such withdrawal from a parent or guardian must be filed by a student under twenty-one years of age. Students failing to comply with this rule will be given the status of "dishonorable dismissal".

RE-ADMISSION TO COLLEGE

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

SCHOLASTIC STANDING—PROBATION

A student whose college work is unsatisfactory will be placed on probation. If he is unable to raise the quality of work to such a grade as to indicate a reasonable chance of graduation he will be asked to withdraw from the College in which he is enrolled. At the discretion of the Committee on Admissions a student so dismissed may re-enter on probation after a reasonable period of absence.

STUDENTS IN GOOD STANDING

In order to remain in good standing a candidate for a degree must meet his tuition obligations promptly; attend classes regularly; and maintain a satisfactory scholastic average. His conduct in lecture halls and University buildings must be in accordance with necessary rules and regulations.

THE CATALOGUE AND STUDENT'S HANDBOOK

An official booklet, "Student's Handbook", is issued by the University for the students of the College of Liberal Arts, the College of Journalism and the College of Business Administration. Copies are distributed to all students at the opening of College. The regulations contained therein are in accord with a college of high standards.

All students are held responsible for all rules and regulations contained in the catalogue and Student's Handbook.

GRADES

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, 50-59% failure but condition may be removed by examination.
F, Below 50%, complete failure work must be repeated.

A mark of "A" indicates a very high type of achievement reached only by a small percentage of the members of a given course. "B" students are above average; whereas a mark of "C" indicates the average achievement of students in the same course.

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

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.

EXAMINATIONS, MONTHLY TESTS, MAKEUP EXAMINATIONS

Tests are regularly held in all courses each month. Such tests cover the work of the preceding month.

Tests that have been missed cannot be made up. A deduction of ten points is made in the test average for absences therefrom unless an adequate excuse has been presented in writing to the Registrar.

Examinations, covering the work of the entire semester, are held the last two weeks of each semester.

Students who for sufficient cause have been absent from a semester examination are permitted to take a special examination. In order to be eligible for a special examination a student must send, within six weeks after the date on which the examination was scheduled, a written request to the Registrar of the College in which he is enrolled, stating the reasons why the privilege of a special examination should be granted. Requests for the privilege of a special examination must be accompanied by a fee of $3.00 for each special examination in order for the request to be considered.

Renewal of the privilege after failure to appear at a special examination entails an additional fee of $2.00 for each special examination. This fee must accompany the written request.

Special examinations cannot be taken later than the end of the semester following the failure or absence.

A student failing to pass a special examination must repeat the course.

CONDITIONS

Students receiving 50-59% in any course for a semester must take a special examination to make up the condition.

Only one examination may be taken to remove a condition. Conditioned students are expected to make definite plans for additional study in preparation for special examinations. At such times as may appear desirable, the Dean and Registrar hold conferences with conditioned students relative to their plans for the removal of conditions.
Classification of Students

Students taking the five-year course in the College of Liberal Arts, the College of Journalism or the College of Business Administration are classified as Freshmen, Sophomores, Mid-Juniors, Juniors and Seniors. Four-year students are classified as Freshmen, Sophomores, Juniors and Seniors.

Classification of students depends upon the number of semester hours earned prior to the first semester of a given year. Freshman standing is assigned to all those having less than twenty-four semester hours; Sophomore standing, twenty-four semester hours; Mid-Junior standing, forty-eight semester hours; Junior standing, seventy-two semester hours; Senior standing, ninety-six semester hours.
FEES AND AID

The University Charges for an education in the College of Liberal Arts, the College of Journalism and the College of Business Administration have been fixed at the lowest possible figure in order to meet the needs of students of extremely limited means as well as those who must earn their living while attending classes.

Undergraduate Students

REGISTRATION FEE

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

TUITION

The tuition fee is based upon a unit charge of approximately seven dollars a semester hour or $160.00 per year. Students who do not carry a full program of studies (twenty-four semester hours) pay tuition on a pro rata basis.

A fee at the rate of $6.00 a semester hour is charged to students who register for courses which carry no credit or for courses from which students do not desire credits which normally would be awarded.

Tuition is payable in four quarterly payments on September 25, November 20, January 29 and March 25. In special cases students may be permitted to pay tuition other than quarterly but only upon application to the Bursar in writing, setting forth satisfactory reasons for the request. There will be no reduction in tuition for late registration.

All payments should be made at the Treasury Department, Bursar’s Office, second floor, University Building. Checks should be made payable to Suffolk University.

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

UNIVERSITY FEE

All students will pay an annual University Fee of $10.00 due and payable in full with the first quarter’s tuition. The fee is not a part of the tuition but an administrative fee which includes library fee; admission to University dramatic activities; admission to intercollegiate debates held at the University and other student activities; recreational facilities; and also a year’s subscription to The Suffolk Journal.
LABORATORY FEE
Students taking regular laboratory courses (Biology, Chemistry, Physics) will pay a special fee of $10.00 for each course.
Students taking Physics without additional laboratory will pay a special fee of $5.00 per year.
All laboratory fees are due and payable with the first quarter's tuition.

LABORATORY INSTRUMENT RENTAL
A charge of $1.00 per year is made for rental of instruments used in Biology classes. A refund of seventy-five cents will be made at the end of the year if the case and instruments have not been damaged. Instruments may be rented from the Suffolk University Bookstore.

LABORATORY BREAKAGE
Students will be billed, proportionately each month for laboratory breakage. Bills must be paid when presented.

TEXTBOOKS
The cost of textbooks will vary from year to year but should not exceed $30.00 in any one year.

SPECIAL EXAMINATIONS
A fee of $3.00 will be charged for each special examination. Special examinations will be given only to those who for sufficient cause have been absent from or failed in semester examinations. A student must send, within six weeks after the date on which the examination was scheduled, a written request to the Registrar of the College in which he is enrolled, setting forth the reasons why the privilege of a special examination should be granted.

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

TRANSCRIPT OF RECORD
A student may receive one certified transcript of his college record without charge. For each transcript after the first a charge of $1.00 will be made. Requests for transcripts should be made in writing at least two weeks in advance of date desired. No transcripts will be issued during the busy season.

PLACEMENT BUREAU
From its inception Suffolk University has championed the cause of the student who must earn a living while attending school. For many years it has maintained a free Placement Bureau. A Director keeps in constant touch with the employment situation in order to discover all possible kinds of desirable employment for students according to their varying
backgrounds of work experience. Advertising in Boston newspapers is an invaluable aid in discovering new jobs. Guidance counsel and placement service are available to all regularly enrolled students. New registrants who will need work to provide funds for necessary tuition and other expenses, should register promptly at the Placement Bureau. Since jobs cannot be guaranteed for every one, it is urged that all such students have available at least the cost of the first quarter’s tuition and books at the time of enrollment.

STUDENT ACTIVITIES

Suffolk University believes that student activities develop individual initiative, co-operative effort and leadership. It encourages every student to participate in such activities and has appointed a member of the executive staff to serve as Co-ordinator of Student Activities. The Co-ordinator works closely with student groups in all matters of organization, meetings, social gatherings, etc. In order to discourage excessive participation in such activities, which would be incompatible with high standards of scholarship, the University has certain regulations regarding participation which are printed in the Student’s Handbook. The following activities are open to all students in the University.

STUDENT COUNCIL

A Student Council, among other functions, acts as “a student committee to investigate and rule on all cases of violations of University principles to make and enforce social regulations for the betterment of the University” . . . Any regular student who is maintaining a scholastic average that would qualify him or her for a University degree is eligible for election to the Council from his departmental division.

SUFFOLK JOURNAL

The Suffolk Journal, a bi-monthly newspaper, is the official publication of the University. While it serves as a laboratory course for the students in the College of Journalism, students enrolled in all other departments of the University may participate in furnishing news and material. This paper is published under faculty supervision but news columns, features, editorials, advertising, makeup and mechanical work are of student origin. Appointment to the staff is a reward for prior service to the Journal and not as the result of popular vote of the student body.

SUFFOLK PLAYERS

The Suffolk Players is an organization of undergraduates organized for the purpose of fostering dramatics in the University. One or more dramatic productions are presented annually in the University Auditorium. Except when preparing for productions, the Players devote their meetings to studying the various aspects of play-producing, costuming, stagecraft, writing, etc. Several social meetings and dances are held during the school year.
by this group. All students are eligible for participation in such activities which are under the personal direction of a Dramatic Coach.

MUSICAL CLUBS
A Suffolk University Glee Club, composed of both men and women, will soon take its place as an important student activity under the supervision of a Musical Director.
A Suffolk University Orchestra will be organized during 1939-1940. There will doubtless be many who will take genuine pleasure in joining such a group.
It is planned to have the Glee Club and the Orchestra combine to produce an outstanding feature entertainment each school year.

ITALIAN CLUB
Students who are taking courses in Italian have formed "Il Circolo Italiano" for the purpose of combining social activities with the more serious problems of the study of the Italian language, its literature and culture. The Circle meets twice a month, affording students opportunity to practice their knowledge of the language in a social as well as classroom conversation.

DEBATING
Instruction in Public Speaking and Debating is offered in Suffolk University. From the larger group, smaller groups are selected to form Class Teams and from these is selected a University Intercollegiate Debating Team. For the latter the University engages the services of a Director of Debating. Through the co-operation of the radio stations intercollegiate debates may be broadcast.

THOMAS J. BOYNTON DEBATING SOCIETY
The society was organized in February 1937 under the Department of English of the College of Liberal Arts. Membership in the society is open to students in the College of Liberal Arts, the College of Journalism and the College of Business Administration. Inter-Departmental Debates and Inter-Class Debates are features of the work of this society. It usually engages in one annual debate with a team representing the Suffolk University Law School Debating Team.

ATHLETICS
With the growth of the College departments it has become increasingly apparent that several kinds of athletic activities would be beneficial to the student body. For this reason there has been appointed from the faculty of the several departments, a Suffolk University Athletic Committee. This Committee will not only formulate policies for the existing athletic groups but will lay plans for the development of others in the future.
TENNIS
The Tennis Club is composed of men from the Colleges and Law School. Several tournaments were played in 1937-38 and during the current year (1938-39) nearly a dozen tournaments have been arranged with many of the foremost eastern colleges.

BASKET BALL
This year (1938-39) separate groups of men and women have been organizing for Basket Ball. By the Fall of 1939 these groups should form the nuclei of Class and University Basket Ball Teams competent to hold matches with outside teams.

MISCELLANEOUS ATHLETIC ACTIVITIES
Fencing, bowling, track, golf, a revolver club and other athletic activities are being included in future plans.
REQUIREMENTS FOR DEGREES
COLLEGE OF LIBERAL ARTS

The Trustees of the University confer the following degrees on candidates recommended by the FACULTY OF THE COLLEGE OF LIBERAL ARTS:

Bachelor of Arts (A.B.)
Bachelor of Science (B.S.)
Bachelor of Science in Education (B.S. in Ed.)
Master of Arts (A.M.)
Master of Education (Ed.M.)

Degrees are conferred only at regular commencement exercises. The Trustees may withhold any degree when in their opinion the best interests of the University require such action. No student with entrance or other conditions will be recommended by the Faculty for a degree until such conditions have been satisfactorily removed.

I. DEGREES OF BACHELOR OF ARTS AND BACHELOR OF SCIENCE

Candidates must maintain an average of at least 70 per cent in 120 semester hours of prescribed college work, forty-eight semester hours of which must be taken in Suffolk University College of Liberal Arts. The last twelve semester hours of the degree requirement must be earned at Suffolk University College of Liberal Arts, during the college year preceding graduation. The 120 semester hours may be distributed in accordance with the following plan.

(a) Required of all candidates
1. Thirty semester hours of English (Eng. I, 1, 2; Eng. II, 1, 2; Eng. II, 3, 4) and 12 hours of electives. Ability to use correct English is a prerequisite to the degree of Bachelor of Arts or Bachelor of Science.
2. Twelve semester hours of History (H. I, 1, 2; H. II, 1, 2).
3. Six (or eight) semester hours of Biology, Chemistry or Physics (Sc. II, 1, 2; Sc. III, 3, 4; Sc. III, 5, 6).

In addition to the forty-eight semester hours of required work listed above a candidate for the degree, who has not studied French, German, Italian or Spanish must take twelve semester hours in one of these subjects, afterward taking and passing the reading test therein.

An applicant who can pass this reading test, irrespective of when and how the reading knowledge was gained, will be excused from the language requirement and permitted to elect some other minor.

(b) Majors and Minors
1. In addition to the English courses listed above each student is required to have completed before graduation one major and two minors. A major is a subject pursued for three consecutive years or the equivalent. A minor is a subject pursued for two
consecutive years or the equivalent. Both the major and the
minors must be selected with the advice and approval of the
Dean of the College of Liberal Arts.
2. A student who chooses his major in Mathematics, Biological
and Physical Science, Psychology, Education, Government, Eco-
nomics or Sociology becomes a candidate for the degree of
Bachelor of Science.

(e) Electives
1. A sufficient number of semester hours of elective courses to
bring the total to 120 semester hours.

II. DEGREE OF BACHELOR OF SCIENCE IN EDUCATION

Teachers of industrial arts, commercial subjects, physical education,
kindergartens and of other special divisions of the educational system
whose training for their professional work has been obtained in normal
schools and teachers colleges and has included a considerable number
of professional courses in the field of Education are admitted as candi-
dates for the degree of Bachelor of Science in Education from Suffolk
University, College of Liberal Arts provided their previous courses of
study have not culminated in a degree. Advanced standing will be granted
for credits earned in certain normal schools and teachers colleges.

For the degree of Bachelor of Science in Education the student must
maintain an average of at least 70 per cent in 120 semester hours of
college work, forty-eight of which must be taken in Suffolk University
College of Liberal Arts. The last twelve semester hours of the degree
requirement must be earned at Suffolk University College of Liberal Arts
during the regular college year. The 120 semester hours must be distrib-
uted in accordance with the following plan, in which no subject may
be counted more than once:

(a) General Foundation, Non-professional—Required Courses, 33 sem-

1. Eighteen semester hours of English (Eng. I, 1, 2; II, 1, 2; and
II, 3, 4 or III, 5, 6).
2. Ability to use correct English is a prerequisite to the degree of
Bachelor of Science in Education.
3. Six semester hours of History (H. I, 1, 2).
4. Six semester hours of Biology (Sc. II, 1, 2).
5. Three semester hours of Sociology (S. III, 1).

(b) General Foundation, Professional—Required Courses, 24 semester

1. Nine semester hours of Psychology (Ps. I, 1; II, 1; II, 2).
2. Fifteen semester hours of Education (Ed. I, 2; III, 2; V, 1;
V, 2; or the equivalent must be included).

(c) Advised Electives to bring the total up to 120 semester hours
1. Electives are to be selected with the advice of the Chairman of
the Department of Philosophy, Psychology and Education and so chosen that they form a consistent plan of study bearing direct relationship to the type of work for which the individual is preparing. All candidates for the degree of Bachelor of Science in Education must take at least 24 semester hours in the subject they expect to teach, or present satisfactory evidence of possession of the equivalent.

2. Since Suffolk University College of Liberal Arts does not maintain a teacher-training department, every student who becomes a candidate for the degree of Bachelor of Science in Education must check with the State Department of Education of the State in which he desires to teach in order to determine whether or not he has included in his program a sufficient number of semester hours in Psychology and Education to meet the requirement of that particular State.

III. Degree of Bachelor of Arts, Bachelor of Science or Bachelor of Science in Education with Honor

For the degree of Bachelor of Arts, Bachelor of Science or Bachelor of Science in Education "With Highest Honors" candidates must maintain a general average of 90% or over in the first seven semesters of their college course. Students awarded degrees "With Highest Honors" will receive diplomas with this notation.

For the degree of Bachelor of Arts, Bachelor of Science or Bachelor of Science in Education "With Honor" candidates must maintain a general average of 85% or over in the first seven semesters of their college course. Students awarded degrees "With Honor" will receive diplomas with this notation.

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COLLEGE OF JOURNALISM

The Trustees of the University confer the following degree on candidates recommended by the FACULTY OF THE COLLEGE OF JOURNALISM:

Degrees are conferred only at regular commencement exercises. The Trustees may withhold any degree when in their opinion the best interests of the University require such action. No student with entrance or other conditions will be recommended by the Faculty for a degree until such conditions have been satisfactorily removed.

I. Degree of Bachelor of Science in Journalism

Candidates must maintain an average of at least 70 per cent in 120 semester hours of prescribed college work, forty-eight of which must be taken in Suffolk University College of Journalism. Of the 120 semester hours of prescribed college work 60 semester hours must be taken in Liberal Arts subjects before the student takes up the strictly professional courses given by the Faculty of the College of Journalism. The last
twelve semester hours of the degree requirement must be earned at Suffolk University College of Journalism during the college year preceding graduation. The 120 semester hours must be distributed in accordance with the following plan.

(a) General Foundation—Liberal Arts Courses, 60 semester hours Required of all candidates
   1. Twelve semester hours of English (CLA Eng. I, 1, 2; and CLA Eng. II, 1, 2).
   2. Thirty-six semester hours of Social Science (CLA H. I, 1, 2; CLA Ps. I, 1; and CLA Ps. I, 2 or CLA Gv. III, 2; CLA S. III, 1, 2; CLA H. I, 4; CLA H. V, 3; CLA Ec. II, 1, 2; CLA Gv. II, 1, 2).
   3. Six semester hours of Biology (CLA Sc. II, 1, 2).
   4. Six semester hours of a Modern Foreign Language.

(b) Professional Courses—Required, 60 semester hours.
   1. Twenty-seven semester hours in Editorial Methods (CLA Eng. II, 3, 4; CJ Ed. III, 1; CJ Ed. IV, 1, 2; CJ Ed. IV, 3; CJ Ed. IV, 5; and CJ Ed. V, 1, 2).
   2. Eighteen semester hours in Administration (CJ Adm. III, 2; CJ Adm. IV, 2; CJ Adm. V, 3; V, 2; V, 1; and V, 4).
   3. Twelve semester hours in Advertising (CJ Adv. IV, 1, 2; CJ Adv. V, 1, 2).

(c) Maintenance of a suitable standard of English throughout the entire course
   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.

II. Degree of Bachelor of Science in Journalism with Honor
   For the degree of Bachelor of Science in Journalism "With Highest Honors", the Faculty of the College of Journalism recommends candidates who maintain a general average of 90% or over in the first 105 semester hours of their college course. Students awarded degrees "With Highest Honors" will receive diplomas with this notation.

   For the degree of Bachelor of Science in Journalism "With Honor", the Faculty of the College of Journalism recommends candidates who maintain a general average of 85% or over but less than 90% in the first 105 semester hours of their college course. Students awarded degrees "With Honor" will receive diplomas with this notation.
SUFFOLK UNIVERSITY
COLLEGE OF BUSINESS ADMINISTRATION

The Trustees of the University confer the following degree on candidates recommended by the FACULTY OF THE COLLEGE OF BUSINESS ADMINISTRATION:

Degrees are conferred only at regular commencement exercises. The Trustees may withhold any degree when in their opinion the best interests of the University require such action. No student with entrance or other conditions will be recommended by the Faculty for a degree until such conditions have been satisfactorily removed.

I. DEGREE OF BACHELOR OF SCIENCE in BUSINESS ADMINISTRATION

Candidates must maintain an average of at least 70 per cent in 120 semester hours of prescribed college work, forty-eight of which must be taken in Suffolk University College of Business Administration. Of the 120 semester hours of the prescribed college work, 60 semester hours must be taken in Liberal Arts subjects before the student takes up the strictly professional courses given by the faculty of the College of Business Administration. The last twelve semester hours of the degree requirement must be earned at Suffolk University College of Business Administration during the college year preceding graduation. The 120 semester hours must be distributed in accordance with the following plan.

(a) General Foundation—Liberal Arts Courses, 60 semester hours

Required of all candidates
1. Eighteen semester hours of English (CLA Eng. I, 1, 2; CLA Eng. II, 1, 2; and CLA Eng. II, 3, 4).
2. Twelve semester hours of a Modern Foreign Language.
3. Thirty semester hours of Natural and Social Science (CLA S. III, 1, 2; CLA Ps. I, 1; CLA Ec. II, 1, 2; CLA Sc. II, 1, 2; and CLA H. I, 1, 2; CLA Ec. III, 4).

(b) Professional Courses—Required, 60 semester hours
1. Six semester hours of Accounting (CBA A. III, 1, 2).
2. Six semester hours of Management (CBA Man. III, 1, 2).
3. Six semester hours of Marketing (CBA Mar. IV, 1, 2).
4. Three semester hours of Finance (CBA Fin. IV, 2).
5. Six semester hours of Law (CBA L. V, 1, 2).
6. Three semester hours of Economics (CBA Ec. V, 2).

(c) Major in Accounting or Advertising or Business Management, 30 semester hours
1. Accounting Major (CBA A. IV, 1, 2; CLA Ec. IV, 3; CJ Ad. IV, 1, 2; CBA A. V, 1, 2; CBA A. V, 3; CBA A. V, 4; and CBA Fin. V, 1).
2. Advertising Major (CJ Ad. IV, 1, 2; CJ Ad. R. IV, 2; CBA Man. IV, 1, 2; CJ Ad. V, 1, 2; CJ Adm. V, 3; CBA Ec. V, 5; and CBA Ec. V, 6).
3. Business Management Major (CBA Man. IV, 1, 2; CLA Ec. IV, 3; CJ Ad. IV, 1, 2; CBA Mar. V, 1; CBA Mar. V, 2; CBA Ec. V, 5; CBA Fin. V, 1; and CBA Man. V, 1).
(d) Maintenance of a suitable standard of English throughout the entire course

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.

II. Degree of Bachelor of Science in Business Administration With Honor

For the degree of Bachelor of Science in Business Administration "With Highest Honors", the Faculty of the College of Business Administration recommends candidates who maintain a general average of 90% or over in the first 105 semester hours of their college course. Students awarded degrees "With Highest Honors" will receive diplomas with this notation.

For the degree of Bachelor of Science in Business Administration "With Honor", the Faculty of the College of Business Administration recommends candidates who maintain a general average of 85% or over but less than 90% in the first 105 semester hours of their college course. Students awarded degrees "With Honor" will receive diplomas with this notation.
COLLEGE OF LIBERAL ARTS
COURSES OF INSTRUCTION

The courses offered by the College of Liberal Arts are arranged under seven Departments:

I. DEPARTMENT OF ENGLISH
II. DEPARTMENT OF FOREIGN LANGUAGE
III. DEPARTMENT OF MATHEMATICS
IV. DEPARTMENT OF BIOLOGICAL AND PHYSICAL SCIENCE
V. DEPARTMENT OF PHILOSOPHY, PSYCHOLOGY, AND EDUCATION
VI. DEPARTMENT OF SOCIAL SCIENCE
VII. DEPARTMENT OF ART AND MUSIC

Note: In the list of courses, Roman numerals indicate year; Arabic odd numerals first semester; Arabic even numerals second semester. Required courses are indicated under the section "Requirements for Degrees" and in descriptive headings by an asterisk (*).

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

Each student, by consultations with the Registrar, should check credits at least once a year in order to make certain that all requirements are being satisfied.

I. DEPARTMENT OF ENGLISH

SHIRLEY WILCOX HARVEY, PH.D., PROFESSOR AND CHAIRMAN OF THE DEPARTMENT; DONALD THEODORE BRODINE, A.M., ASSISTANT PROFESSOR; HAROLD SOWERBY WILSON, A.M., INSTRUCTOR.

In order to major in English a student must earn six hours beyond the required thirty hours. Ordinarily the major in English will include the following courses: Eng. I, 1, 2—English Composition and Rhetoric; Eng. II, 3, 4—Advanced English Composition; Eng. II, 1, 2—Survey of English Literature; Eng. IV, 1, 2—Survey of American Literature; and courses totaling twelve additional hours chosen from the following: Eng. III, 1—Shakespeare; Eng. III, 2—Restoration Drama; Eng. III, 3—English Novel; Eng. IV, 3—Nineteenth Century Poetry; Eng. IV, 4—Nineteenth Century Prose; Eng. V, 1, 2—Studies in American Literature; Eng. V, 3—Anglo-Saxon; Eng. V, 4—Chaucer.

Prerequisites for junior and senior elective courses listed below may be waived only with the consent of the Chairman of the Department of English.

*Eng. I, 1, 2—English Composition and Rhetoric

The basic course in composition. Through a review of grammatical construction and the mechanics of correct writing; through frequent practice in writing the simpler expository and narrative forms; and through a study of contemporary prose models, this course is designed to give the student facility in organizing his thought and expressing it in a clear, concise, forceful manner. Required of all Freshmen.

Both semesters  ASSISTANT PROFESSOR BRODINE  6 semester hours

and Mr. Wilson

* Required
*Eng. II, 3, 4—Advanced English Composition

The aim of this course is to give the student mastery of the important techniques for analyzing and investigating problems, organizing material for sustained discourse, and presenting thought attractively and coherently in the longer expository and narrative forms. Emphasis is upon the investigative paper, the critical review, the feature article, and the short story. Intensive practice in writing is correlated with a study of the best contemporary examples of each type considered. Required of all second year students who are candidates for the A.B. or B.S. degrees and open to candidates for the degree of B.S. in Education. Prerequisite: Eng. I, 1, 2—English Composition and Rhetoric.

Both semesters Assistant Professor Brodine 6 semester hours

*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. Required of all third year students who have not had Eng. IV, 1, 2—Survey of American Literature. Prerequisite: Eng. II, 3, 4—Advanced English Composition.

Both semesters Professor Harvey 6 semester hours

Eng. III, 1—Shakespeare and His Contemporaries

A study of Elizabethan dramatic poetry and its backgrounds, with reading of selected plays by Shakespeare and his major contemporaries. The course aims to give the student an understanding of Elizabethan drama as a whole and in proper relation to the social and political backgrounds of the period. Elective for Juniors and Seniors. Prerequisite: Eng. II, 1, 2—Survey of English Literature.

First semester 3 semester hours

Eng. III, 2—Drama of the Restoration and Eighteenth Century

A study of the rise and development of the Heroic Tragedy and the Comedy of Intrigue during the Restoration period, and the Comedy of Manners in the eighteenth century. Selected reading of the plays of the two periods, with consideration of social backgrounds and the changing technique of the theatre. Elective for Juniors and Seniors. Prerequisite: Eng. II, 1, 2—Survey of English Literature.

Second semester 3 semester hours

Eng. III, 3—The English Novel

A study of the English novel in the making; the novel of the 19th Century; types of novels; the historical novel; the masterpieces of prose fiction, studied from the standpoint of literary quality and in relation to certain phases of contemporary English life and thought. Elective for Juniors and Seniors. Prerequisite: Eng. II, 1, 2—Survey of English Literature.

First semester 3 semester hours

* Required
Eng. III, 5—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. Primarily for pre-legal students and candidates for the degree of B.S. in Education. Ordinarily taken in the third year. Prerequisite: Eng. II, 3, 4—Advanced English Composition.
First semester 3 semester hours

Eng. III, 6—Effective Public Speaking
An intensive study of the preparation and delivery of various types of public address, the theories underlying public speaking, and the psychology of the audience as influenced by the vocal and visual appeal of the speaker. Primarily for pre-legal students and candidates for the degree of B.S. in Education. Ordinarily taken in the third year. Prerequisite: Eng. II, 3, 4—Advanced English Composition.
Second semester 3 semester hours

*Eng. IV, 1, 2—Survey of American Literature
A study of American life and thought as reflected in literary developments from colonial times to the present day. The course will include readings from the representative authors of the various periods with emphasis on the social and economic changes mirrored in their works. Required of all third year students who have not had Eng. II, 1, 2—Survey of English Literature. Prerequisite: Eng. II, 3, 4—Advanced English Composition.
Both semesters Professor Harvey 6 semester hours

Eng. IV, 3—English Poetry of the Nineteenth Century
A study of the development of English poetry from the rise of Romanticism to the end of the Victorian period. Students will be made acquainted with the changes in the national temper and mood as reflected in the work of the major and minor writers of verse during the period. Elective for Juniors and Seniors. Prerequisite: Eng. II, 1, 2—Survey of English Literature.
First semester 3 semester hours

Eng. IV, 4—English Prose of the Nineteenth Century
A study of the origins of the great social, economic, and artistic movements of the nineteenth century, as evidenced in the prose literature of the period; the Romantic and Victorian essayist, the struggle between rationalism and faith. Elective for Juniors and Seniors. Prerequisite: Eng. II, 1, 2—Survey of English Literature.
Second semester 3 semester hours

Eng. V, 1, 2—Studies in American Literature
An intensive study of a group of major American writers of the nineteenth and twentieth centuries. The first semester will be devoted to the
* Required
works of Emerson, Hawthorne, and Melville; the second semester will consider the significant writings of Whitman, Mark Twain, and O'Neill. Assigned readings and reports. Required of all Juniors and Seniors except candidates for the degree of B.S. in Education who have already met the requirements in English. Prerequisite: Eng. IV, 1, 2—Survey of American Literature.

Both semesters

**Professor Harvey**

6 semester hours

**Eng. V, 3—Chaucer and His Contemporaries**

A reading of the major works of Chaucer, with such consideration of his life and chief contemporaries as will serve to give the student an understanding of this important and formative period of English literature. Open only to Seniors and graduate students. Prerequisite: Eng. III, 1, 2 or Eng. IV, 3, 4.

First semester

3 semester hours

**Eng. V, 4—Anglo-Saxon**

An introduction to Anglo-Saxon grammar and the linguistic development of the English language. Reading in Anglo-Saxon literature in the original and in translation. Open only to Seniors and graduate students with the consent of the instructor. Prerequisite: Eng. V, 3.

Second semester

3 semester hours

**II. Department of Foreign Language**

Francis Morton Currier, Ph.D., Professor and Chairman of the Department; Wallace Wyman Perkins, A.M., Assistant Professor; Gleason L. Archer, Jr., A.B., Instructor; Frank Laurel Pizzuto, A.M., Instructor.

**Latin**

A student majoring in Latin will take L. I, 1, 2; L. II, 1, 2; and L. III, 1, 2. A student electing to minor in Latin ordinarily will take L. I, 1, 2 and L. II, 1, 2.

**L. I, 1—Latin Comedy**

A study of the development and influence of Latin Comedy. Two or three plays of Plautus and Terence. Lectures on the form and content of Roman Comedy. Open to students who present four units of Latin for admission. Students who enter with three units of Latin may be admitted to this course after consultation with the instructor.

First semester

3 semester hours

**L. I, 2—Catullus and Horace**

In this course selections from Catullus, and from the Satires and Epistles of Horace are studied. Prerequisite: L. I, 1.

Second semester

3 semester hours

**L. II, 1, 2—The Roman Historians**

The work of the first semester in this course involves extensive reading in the Latin authors who deal with the republican period of Roman
history. The second semester is devoted to extensive reading in the Latin authors who deal with the imperial period of Roman history. 

**Prerequisite: L. I, 1, 2.**

Both semesters 6 semester hours

**L. III. 1, 2—Lucretius, Cicero; Epigram and Satire**

Greek and Roman philosophy as exemplified in the works of Lucretius and Cicero comprise the work of the first semester. The second semester is devoted to a study of the origin, development, and influence of Latin epigram and satire. 

**Prerequisite: L. II, 1, 2.**

Both semesters 6 semester hours

**FRENCH**

A student majoring in French shall take three years of this language. He shall take one of his two minors in another modern foreign language. The second minor is at the discretion of the student (subject to the approval of the Dean of the College of Liberal Arts). A year of Modern European History is strongly recommended for any student majoring in French.

**F. III. 1, 2—Elementary French**

A course in elementary French for beginners, easy reading, practice in writing and speaking the language. Open to students who do not present French for admission.

Both semesters  Assistant Professor Perkins 6 semester hours

**F. IV. 1, 2—Intermediate French**

Review of grammatical principles; oral and written drill; the building up of an active vocabulary; reading of classical and modern prose. 

**Prerequisite: F. III. 1, 2—Elementary French or two years of high school French.**

Both semesters  Assistant Professor Perkins 6 semester hours

**F. V. 1, 2—Introduction to French Literature**

In this course a study is made of selected works of Corneille, Racine, Moliere, Voltaire, Hugo, Musset, Vigny, Hervieu, Becque, Rolland, and Romains. 

**Prerequisite: F. IV. 1, 2—Intermediate French or three years of high school French.**

Both semesters 6 semester hours

**GERMAN**

A student majoring in German shall take three years of this language. He shall take one of his two minors in another modern foreign language. The second minor is at the discretion of the student (subject to the approval of the Dean of the College of Liberal Arts). A year of Modern European History is strongly recommended for any student majoring in German.

**G. III. 1, 2—Elementary German**

This course is intended for students who have not previously studied German. Through the study of the essentials of grammar and the reading of carefully graded modern material, the student obtains a thorough foundation in the language. Vocabulary building is aided by the study of
word formation and derivation. In keeping with modern practice, part of the material read is descriptive of Germany and its inhabitants.

Both semesters  Professor Currier—Mr. Archer, Jr.  6 semester hours

G. IV, 1, 2—Intermediate German

A course intended for students who have had one year of German in college or two years in high school. In connection with the writing of exercises in German, there is a review of elementary grammar and the study of additional principles. The reading is selected from modern authors.

Both semesters  Professor Currier  6 semester hours

G. V, 1, 2—German Literature

This course introduces the student to the masterpieces of German literature (including the works of Lessing, Goethe, and Schiller). Comparison is made with the works in other literatures familiar to the student. This course requires a good reading knowledge of German. Prerequisite: Three years of high school German or G. IV, 1,2.

Both semesters  6 semester hours

ITALIAN

A student majoring in Italian shall take three years of this language. He shall take one of his two minors in another modern foreign language. The second minor is at the discretion of the student (subject to the approval of the Dean of the College of Liberal Arts). A year of Modern European History is strongly recommended for any student majoring in Italian.

Ital. I, 1, 2—Elementary Italian

The primary aim of the course is to enable the student to read modern Italian prose fluently and at sight, to understand simple Italian when spoken, and to read a passage aloud correctly and intelligently. The first part of the year is devoted to an analysis of the language, the recognition of forms, the translation of a simple modern text, and to frequent aural and oral drills. Later the study of the language is synthetic, and, while the aural exercises go on in the form of talks by the instructor on the subject of a short assigned chapter, more reading is done, and the student is drilled in the inflections, the elements of Italian syntax, and the use of a practical vocabulary.

Both semesters  Mr. Pizzuto  6 semester hours

Ital. II, 1, 2—Intermediate Italian

This course consists of a more thorough study of the Italian grammar, accompanied by exercises in composition and conversation, together with a number of selected readings from such modern authors as Manzoni, Fogazzano, Goldoni, Giacosa, Pirandello, Farina, and others. Prerequisite: One year of Italian in college or two years in high school.

Both semesters  Mr. Pizzuto  6 semester hours

Ital. III, 1, 2—The Works of Dante

This course introduces the student to the greatest masterpiece of Italian literature. The Vita Nuova will be read as an introduction to the Divine
Comedy in order to acquaint the student with the early life of Dante as a youth and as a man. Attention is also given to Dante's other works in Italian and in Latin. **Prerequisite:** *A reading knowledge of Italian or Italian I, 1, 2.*

Both semesters 6 semester hours

**SPANISH**

A student electing to minor in Spanish ordinarily will take Sp. I, 1, 2 and Sp. II, 1, 2.

**Sp. I, 1, 2—Elementary Spanish**

This course covers the fundamentals of Spanish grammar, with practice in conversational Spanish and the reading of a considerable amount of simple Spanish. Elective for students who have offered no Spanish for entrance.

Both semesters 6 semester hours

**Sp. II, 1, 2—Modern Spanish Literature**

Advanced grammar, composition, and conversation. Reading of modern novels and plays. **Prerequisite:** *Sp. I, 1, 2 or the admission requirement of two units.*

Both semesters 6 semester hours

**III. DEPARTMENT OF MATHEMATICS**

..................................................Professor and Chairman of the Department

(To be appointed)

**ARNOLD DIDRIK HESTENES, A.M., Assistant Professor**

A student electing to minor in Mathematics ordinarily will take M. I, 1, 2 and M. II, 1, 2.

**M. I, 1, 2—Elementary Mathematical Analysis**

A year course consisting of college Algebra, elementary trigonometry and Analytic Geometry designed to equip the student with sufficient knowledge of the subject matter so that he may suitably pursue his study of the physical sciences. Topics included in each subject are:

- **College Algebra**—fundamental operations, special products and factoring, fractions, linear equations, exponents, radicals, binomial theorem, quadratic equations, simultaneous equations, progressions, logarithms, permutations and combinations, and determinants.
- **Trigonometry**—Angular measure; the trigonometric functions; their inverses; the fundamental identities; addition, double angle, and half angle formulas; law of sines, cosines, tangents; solution of trigonometric equations; identities; and the solution of right and oblique triangles.
- **Analytic Geometry**—the study of equations of curves as derived from their geometric properties. A special study is given to the straight line, circle, conic sections, transformation of the plane, and loci problems.

*Open to freshmen. No prerequisites.*

Both semesters  Assistant Professor Hestenes 6 semester hours
M. II, 1—Differential Calculus  
This course consists of differentiation of algebraic, trigonometric, exponential, and logarithmic functions, implicit differentiation, slopes of curves, maxima and minima, curve tracing, velocities and rates, parametric equations and other topics usually included in a course of this nature.  
Prerequisite: M. I, 1, 2 or the equivalent.  
First semester  
Assistant Professor Hestenes  
3 semester hours

M. II, 2—Integral Calculus  
This course consists of integration of algebraic, trigonometric, exponential and logarithmic functions, the determination of areas, lengths of arc, volumes of revolution, surface areas of revolution; the definite integral and other topics usually included in a course of this nature.  
Prerequisite: M. II, 1 or the equivalent.  
Second semester  
Assistant Professor Hestenes  
3 semester hours

M. III, 1—Analytical Geometry  
A study of analytic geometry in three dimensions with rectangular, cylindrical and spherical co-ordinates and transformations among the three systems, equations of the first and second degree, systems of lines and planes, and surfaces in general.  
Prerequisite: M. II, 2 or the equivalent.  
First semester  
3 semester hours

M. III, 2—Advanced Calculus  
This course is a continuation of M. II, 1, 2.  
Prerequisite: M. III, 1.  
Second semester  
3 semester hours

IV. DEPARTMENT OF BIOLOGICAL AND PHYSICAL SCIENCE

HARRY CLARK, Ph.D., Associate Professor and Chairman of the Department; ALBERT LORENZO DELISLE, Ph.D., Associate Professor; CLARENCE BYRON HILL, Ed.M., Assistant Professor.

Biology  
Students electing to minor in Biology will take either Sc. II, 1, 2 or Sc. II, 3, 4 and Sc. III, 1, 2.

Sc. II, 1, 2—General Biology  
This course deals with the study of structure and physiology of plants and animals. It includes a general survey of the morphology, development, reproduction, activities, importance and evolution of the various groups of plants and animals with special emphasis in the laboratory on the flowering plants and the vertebrates. Two lecture hours and one two-hour laboratory period weekly.  
Both semesters  
Associate Professor Delisle  
6 semester hours

Sc. II, 3, 4—General Biology  
A course similar to Sc. II, 1, 2 but involving more laboratory work. Designed especially for those students who expect to study medicine or
SUFFOLK UNIVERSITY

dentistry. Two lecture hours and two two-hour laboratory periods weekly.
Both semesters  Associate Professor Delisle  8 semester hours

Sc. III, 1, 2—Comparative Anatomy of Vertebrates

This course deals with the morphology of vertebrates from a comparative standpoint, and illustrates the evolution of animals from the fishes to the mammals. The classification of the chordates, theories of vertebrate structure, and the homologies of organs are discussed. The dogfish and Necturus are used as the types of vertebrates for study and dissection. Dissections of other forms are used for demonstrating homologues organs. The laboratory work of the second semester is devoted to the study of the cat, but comparisons of systems of organs are made with those of animals studied earlier in the course. Prerequisite: Sc. II, 1, 2 or Sc. II, 3, 4. Two lecture hours and two two-hour laboratory periods weekly.
Both semesters  8 semester hours

CHEMISTRY

Students electing to minor in Chemistry will take Sc. III, 5, 6 and Sc. IV, 1, 2.

Sc. III, 5, 6—General Inorganic Chemistry

The first semester of this course is devoted to theoretical chemistry and descriptive chemistry of the non-metals and the second semester to the general chemistry of the metals and qualitative analysis. During the second semester the laboratory work is in elementary qualitative analysis. Two lecture hours and two two-hour laboratory periods weekly. Open to freshmen.
Both semesters  Assistant Professor Hill  8 semester hours

Sc. IV, 1, 2—Organic Chemistry

This course is an introduction to the chemistry of the carbon compounds. Methods of establishing the structural formulas of organic compounds are described, and some account is given of the arrangement of the atoms of a molecule in space. The organic products of industrial or of biological significance are described, such as petroleum, rubber, dyestuffs, drugs, perfumes, carbohydrates, proteins. The laboratory work will begin with simple experiments which involve the manipulations most frequently employed with organic compounds. The latter experiments will be chosen so as to represent the typical reactions of the more important classes of substances. Two lecture hours and two two-hour laboratory periods weekly. Open to all classes except Freshman. Prerequisite: Sc. III, 5, 6.
Both semesters  Assistant Professor Hill  8 semester hours

ASTRONOMY

Sc. V, 1, 2—Astronomy

A study of astronomical instruments, the celestial sphere, and the solar system. Not offered in 1939-1940.
Students electing to minor in Physics will take Sc. III, 3, 4 and Sc. III, 7, 8.

Sc. III, 3, 4—General Physics
A course intended to acquaint the student with mechanics, sound, heat, electricity, magnetism, light, and the essentials of electron theory, and to train him in the quantitative applications of natural laws. Three lecture hours and one two-hour laboratory period weekly.
Both semesters  

Associate Professor Clark  
8 semester hours

Sc. III, 7, 8—Mechanics
A study of the foundations of mechanics with special topics in the theory of electrostatics and electromagnetism. Lectures and conferences—no laboratory. Elective for students who have taken Sc. III, 3, 4—General Physics and who are taking or have taken M. I, 1, 2.
Both semesters  

Associate Professor Clark  
4 semester hours

V. Department of Philosophy, Psychology, and Education

Donald Wilson Miller, Ed.D., Professor and Chairman of the Department; Victor Augustus Lowe, Ph.D., Associate Professor; Robert Bernard Masterson, Ed.M., Assistant Professor.

Philosophy

A student electing to minor in Philosophy ordinarily will take Ph. III, 1; Ph. III, 2; Ph. IV, 1; and Ph. IV, 2.
Courses in Philosophy are not open to Freshman. H. I, 1, 2—History of Civilization, or the equivalent, is prerequisite to all courses in Philosophy.

Ph. III, 1—The Present Problems of Philosophy
A systematic study, aiming at an understanding of some of the main metaphysical problems which our age has inherited from the past and which are alive today. Ps. I, 1—General Psychology; Ps. I, 2—Applied Psychology; and Sc. III, 3, 4—General Physics will be found helpful to students electing this course but are not required as prerequisites. Prerequisite: H. I, 1, 2—History of Civilization or the equivalent.
First semester  

Associate Professor Lowe  
3 semester hours

Ph. III, 2—Introduction to Social Philosophy
This course endeavors to single out and clarify the philosophic and ethical issues involved in the attitudes commonly spoken of as 'Liberalism' and Individualism'. There will also be some study of the historical origin of these attitudes. Prerequisite: H. I, 1, 2—History of Civilization or the equivalent. H. II, 1—English History and H. II, 2—History of the United States will be found helpful to students electing this course but are not required as prerequisites.
Second semester  

Associate Professor Lowe  
3 semester hours
Ph. IV, 1—History of Ancient Philosophy

The beginnings of European philosophic thought; the life and work of Socrates; Plato; Aristotle; the Stoic and Epicurean philosophies. **Prerequisite:** H. I, 1, 2—History of Civilization or the equivalent.

First semester  **Associate Professor Lowe**

3 semester hours

Ph. IV, 2—History of Modern Philosophy

This course studies the main ideas of philosophic thought in their development from the seventeenth century to the present time. Some attention will be given to the relation of these philosophic ideas to ways of thinking in other fields. **Prerequisite:** H. I, 1, 2—History of Civilization or the equivalent.

Second semester  **Associate Professor Lowe**

3 semester hours

Ph. V, 2—Logic

Approach to philosophy from the side of logic. By means of case studies of straight and crooked thinking on current issues in politics and morals, and by analysis of the methods of reasoning employed in the sciences, the course aims to show the student the nature of theories, the function and limitations of abstraction, analogy, etc.; and, in general, to provide training in independent reflection and logical criticism. The ideal aimed at is twofold: development of logical consistency of thinking, and development of ability to distinguish between triviality and breadth of thought (which is the essence of philosophy). **Prerequisite:** H. I, 1, 2—History of Civilization or the equivalent.

Second semester 3 semester hours

Ph. V, 4—Ethics

Conceptions of the good life, drawn from discussion of classical and modern analyses of central ethical concepts, such as duty, happiness, self-realization, the relation between the individual and society, etc. **Prerequisite:** H. I, 1, 2—History of Civilization or the equivalent.

Second semester 3 semester hours

**Psychology**

A student majoring in Psychology will ordinarily take Ps. 1, 2; Ps. IV, 1, 2; and six semester hours selected from other courses offered in Psychology. A student majoring in Psychology ordinarily will choose one minor from the following: Philosophy, Education, and Sociology. General Physics (Sc. III, 3, 4); Elements of Statistics (Ec. V, 3); and a good reading knowledge of French and German will prove especially valuable for the student looking forward to graduate work in Psychology.

Ps. I, 1—General Psychology

An elementary course acquainting the student with the aims and methods of psychology, the facts of behavior and consciousness, and with the laws that govern them. A brief survey of the structure and functions of the nervous system is followed by a study of sensation, attention, perception, learning, memory, emotion, and thinking. The subject-matter is treated from the point of view of natural science. This course will include
some experimental work in the form of class demonstrations. General Biology (Sc. II, 1, 2 or the equivalent) is highly desirable as preparation for this course. This course or the equivalent is prerequisite to all other courses in Psychology. Open to upperclassmen, and, by permission, to Freshmen.

First semester  
Professor Miller  
3 semester hours

Ps. I, 2—Applied Psychology
A continuation of Ps. I, 1, expanding into a brief survey of the application of psychology in business, industry, medicine, law, education, art, religion, and athletics. Prerequisite: Ps. I, 1 or the equivalent.

Second semester  
Professor Miller  
3 semester hours

Ps. II, 1—Educational Psychology
The objective of this course is to acquaint the student with the relations and applications of individual and social psychology to the problems of learning and teaching. Among the topics considered are: the problem of instinct and learning; emotions and the development of emotional control; the nature and growth of intelligence or scholastic aptitude; individual differences, types of differences, their extent and importance, and how to provide for them; meaning, types, laws, conditions, and improvement of learning; and transfer of training. Prerequisite: Ps. I, 1 or the equivalent.

First semester  
Professor Miller  
3 semester hours

Ps. II, 2—Social Psychology
This course presents a systematic treatment of those mental processes in the individual which determine his social behavior. Among the topics considered are the history of social psychology; the individual and society; group phenomena, including custom, convention, prejudice, superstition, and behavior in crowds; group conflicts; and institutions. Prerequisite: Ps. I, 1 or the equivalent.

First semester  
3 semester hours

Ps. III, 1—Abnormal Psychology
This course will treat the various phenomena which furnish evidence of unconscious psychic processes, motor and sensory automatisms, trances, hypnosis, dreams, hysterical states, affective disturbances, phobias and anxieties, obsessions and compulsions. Individual psychology, types of personality, stages of growth, methods of investigation, and the principles of therapeutics will also be considered. Prerequisite: Ps. I, 1 or the equivalent.

Second semester  
3 semester hours

Ps. III, 2—Mental Hygiene
An analysis of the facts basic to mental health and their relation to success and happiness in life. Special attention will be given to the best methods of prevention and cure of behavior disorders in home and school. Prerequisite: Ps. I, 1 or the equivalent.

Second semester  
3 semester hours
Ps. IV, 1—Experimental Psychology: Introduction
Introductory laboratory course. Psychophysical methods, the sensory processes, and perception. Lectures and laboratory periods. Prerequisite: Ps. I, 1 or the equivalent.
First semester 3 semester hours

Ps. IV, 2—Experimental Psychology: Learning and Memory
This is a lecture and laboratory course in the psychology of learning and memory designed for those students of psychology and education who wish to investigate the problems of learning and retention beyond the scope of the usual introductory course in general psychology. The experiments will deal with the various types of learning, the factors affecting progress in learning, and the principal methods of measuring retention. The methods and results of some of the classical as well as more recent experiments which have contributed to our understanding of the nature and laws of learning are studied in connection with the laboratory work. Prerequisite: Ps. I, 1 or the equivalent.
Second semester 3 semester hours

Ps. VI, 1, 2—Research in Psychology
This course culminates in a graduate thesis treating a suitable and worthwhile as well as properly delimited problem in the field of psychology. Open only to properly qualified graduate students.
Both semesters 6 semester hours

Education
A student majoring in Education will ordinarily take Ps. II, 1; Ed. I, 2; Ed. III, 2; Ed. V, 1; Ed. V, 2; and Ec. IV, 3. A student electing to minor in Education will ordinarily take Ps. II, 1; Ed. I, 2; Ed. V, 1; and Ed. V, 2.

Ed. I, 2—Introduction to Education
This is an introductory course both for students of education and for those liberal arts students who wish a bird’s-eye view of our educational system. Topics treated are the national school system and its cost; objectives; pre-school, elementary, secondary, and higher education; curriculum and methods; measurements; training for occupation; part-time and adult education; extra-curricular activities; teaching staff; organization, control, and issues in American education. Open to Sophomores, Juniors, and Seniors. Ps. II, 1—Educational Psychology or the equivalent will be found helpful to students electing this course but is not required as a prerequisite. Second semester Assistant Professor Masterson 3 semester hours

Ed. III, 2—Educational Measurement
This course will present a broad survey of the field of educational tests and measurements. It will include a consideration of the need for educational measurement; the nature of standard tests and scales; kinds of tests; uses and misuses of tests. Sufficient elementary statistics will be included to enable students to use intelligently the results of testing. Open to Juniors and Seniors and to Sophomores by permission. Prerequisites:
Ps. II, 1—Educational Psychology and Ed. I, 2—Introduction to Education or the equivalent.
Second semester 3 semester hours

Ed. V, 1—Advanced Principles of Secondary Education
An intensive study of the nature of secondary education; its development in the United States; the secondary-school pupils; social principles and objectives; functions of junior and senior high schools; selection of subject matter in various fields of the secondary school curriculum; the curriculum as a whole; relation of the secondary school to the college; organization in urban and rural districts. Open to Juniors and Seniors and to Sophomores by permission. Prerequisites: Ps. II, 1—Educational Psychology and Ed. I, 2—Introduction to Education or the equivalent.
First semester 3 semester hours

Ed. V, 2—Principles of Teaching
The aims of teaching; the nature and extent of the teacher's responsibility; the fundamental processes in learning and teaching; special phases of teaching; analysis and criticism of outstanding suggestions for classroom procedure; ways of measuring the effectiveness of teaching; classroom management and discipline. Open to Juniors and Seniors and to Sophomores by permission. Prerequisites: Ps. II, 1—Educational Psychology and Ed. I, 2—Introduction to Education or the equivalent.
Second semester 3 semester hours

Ed. VI, 1, 2—Research in Education
This course culminates in a graduate thesis treating a suitable and worthwhile as well as properly delimited problem in the field of education. Open only to properly qualified graduate students.
Both semesters 6 semester hours

VI. DEPARTMENT OF SOCIAL SCIENCE
WALTER HAROLD CLAFLIN, Ph.D., Professor and Chairman of the Department; WILLIAM FRANCIS LOONEY, Ed.M., Associate Professor; DONALD MALCOLM GREER, Ph.D., Associate Professor; ALVA TISDALE SOUTHWORTH, A.B., Assistant Professor; ALBERT WOODBURY EMMONS, M.C.S., Assistant Professor; NICHOLAS J. DEMERATH, A.M., Assistant Professor; MARK VERNON CROCKETT, Ed.M., Lecturer; ROGER ADAMS STINCHFIELD, LL.M., Lecturer; CEDRIC WILLIAM LUTZ, M.B.A., Lecturer; WOODSIDE VANCE MONEGAN, M.B.A., Lecturer.

HISTORY
A student majoring in History will ordinarily take eighteen semester hours in addition to the required courses in History. (H. I, 1, 2 and either H. II, 1, 2 or H. II, 3, 4 are the required courses in History). A typical major in History would include H. III, 1, 2; H. IV, 1, 2; and H. V, 1, 2. A student minoring in History will ordinarily take twelve semester hours in addition to the required courses in History. A typical minor in History would consist of H. III, 1, 2 and H. IV, 1, 2.
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*H. I, 1—History of Civilization
This course includes a survey of ancient and medieval history to 1500 A. D., with special reading assignments covering the social, economic, and cultural phases of the most important periods. Prerequisite for all courses in History. Required of all Freshmen.
First semester  
Professor Claflin  
Associate Professor Greer  
3 semester hours

*H. I, 2—History of Civilization
This course includes a survey of the history of Europe since 1500 A. D. Special attention will be given to such subjects as the Renaissance, the Reformation, the French Revolution, the Industrial Revolution, the Development of the Modern Nations, the Growth of Democracy, the World War, Trends in Europe since the World War. Reading assignments including the social, intellectual, political, and economic phases of the various periods will be included. Prerequisite for all courses in History Required of all Freshmen.
Second semester  
Professor Claflin  
Associate Professor Greer  
3 semester hours

H. I, 4—American Colonial History
An intensive study of the early history of the colonies of Virginia, Plymouth, Massachusetts Bay, and the other New England colonies to discover the origin of influences that shaped the governmental policies of the United States. This course is intended to cover the period from 1607 to 1790. Prerequisite: H. I, 1, 2.
Second semester  
President Archer  
3 semester hours

H. II, 1—History of the United States
The centuries of exploration, the founding of the English Colonies, political, social, and economic developments, the struggle for the continent, the American Revolution, will be considered in this course. Open to all except Freshmen. Either this course or H. II, 3 will be required of all candidates for the A.B. or B.S. degrees. Prerequisite: H. I, 1, 2 or the equivalent.
First semester  
Professor Claflin  
3 semester hours

H. II, 2—History of the United States
A broad survey of the United States from the close of the Revolutionary War 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. Open to all except Freshmen. Either this course or H. II, 4 will be required of all candidates for the A.B. or B.S. degrees. Prerequisite: H. I, 1, 2 or the equivalent.
Second semester  
Professor Claflin  
3 semester hours

H. II, 3—English History—History of England to 1603
The political, social and cultural development of England from pre-conquest Britain to the close of Elizabeth's reign. Emphasis is placed on

* Required
England’s contributions to civilization: i.e., the courts and parliamentary systems; also on the development of English economic life. Open to all except Freshmen. Either this course or H. II, 1 will be required of all candidates for the A.B. or B.S. degrees. Prerequisite: H. I, 1, 2 or the equivalent.

First semester  Assistant Professor Southworth  3 semester hours

H. II, 4—English History—1603 to the Present Time
Political, social, economic, intellectual developments. A study of the great struggles in building the nation such as the Civil War. The Glorious Revolution, the contest with France for colonial empire. Transition from aristocracy to democracy. A consideration of domestic and imperial developments with emphasis on the accompanying problems and policies. Open to all except Freshmen. Either this course or H. II, 2 will be required of all candidates for the A.B. or B.S. degrees. Prerequisite: H. I, 1, 2, or the equivalent.

Second semester  Assistant Prof. Southworth  3 semester hours

H. III, 1, 2—Ancient Civilization
A survey of Ancient Civilization from earliest times to 476 A.D. In this course will be studied the contributions of the Ancient Civilizations of the Near East; the history of Ancient Greece with particular attention to the basic importance for Modern Civilization of Greek concepts of art, government, science and literature; the growth and decline of the Roman Republic and Empire with their institutions, methods of government, concepts of law and of religion. Elective for all classes except Freshmen. Prerequisite: H. I, 1, 2 or the equivalent.

Both semesters  6 semester hours

H. IV, 1—English Constitutional History
The political history of England from the time of the invasion by Germanic tribes to 1832, including the long struggle between the common people and the ruling classes for supremacy in Government. The development of legal safeguards against the tyranny of rulers or the passions of a popular assembly, resulting in the British Constitution, will be traced with care. Elective for Juniors and Seniors. Prerequisite: H. I, 1, 2 or the equivalent.

First semester  Professor Clafiin  3 semester hours

H. IV, 2—American Constitutional History
A survey of the development of the Constitutional system of the United States from Colonial times. Elective for Juniors and Seniors. Prerequisite: H. I, 1, 2 or the equivalent.

Second semester  Mr. Crockett  3 semester hours

H. IV, 3—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 Doc-
trine; Westward extension of the nation; international developments during the Civil War period; international arbitration; neutral rights during the World War. Prerequisite: H. I, 1, 2 or the equivalent. Not to be given in 1939-1940.

First semester

H. V, 1, 2—Europe since 1814
A study of the political and economic developments which have produced existing conditions in Europe; the growth of nationalism; and the expansion of European influence in Asia and Africa. Prerequisite: H. I, 1, 2 or the equivalent.
Both semesters Assistant Prof. Southworth 6 semester hours

H. V, 3—Contemporary History
A study of the post war period in Europe and Asia comprising the Paris peace settlements and the consequent economic and political problems; the Russian Revolution and the history of the Soviets; the growth of nationalism in Asia; the development and mechanism of the totalitarian states; the crisis of democracy and the current conflict of interests and ideologies. Prerequisite: H. I, 1, 2 or the equivalent.
Second semester Associate Professor Greer 3 semester hours

ECONOMICS
At present no major in Economics is offered. A student electing to minor in Economics ordinarily will take Ec. II, 1, 2 and Ec. III, 1, 2. Ec. I, 1, 2—Elementary Accounting or the equivalent will be found helpful to students electing courses in Economics but is not required as a prerequisite.

Ec. I, 1, 2—Elementary Accounting
This course is an introduction to accounting designed to provide a firm foundation upon which may rest all subsequent work in accounting. To this end it has as its primary objective development of a complete understanding of fundamental accounting relationships and of a real facility in handling the technical tools of the accountant. The first part of the work will be concerned, then, with underlying concepts and relationships and will cover definitions, an introduction to financial statements, and an examination into some implications of the accounting equation. From this will follow naturally the accountant's debit and credit analysis and bookkeeping technique. Consideration of the bookkeeping cycle will include study of the nature and use of journals and ledgers, including special forms of journals, the use of controlling accounts, account classification, adjustments, worksheets and preparation of statements, and closing the books. Attention will be given to the design of records and procedure. The balance of the time available will be used for examination of the principles of statement, classification and arrangement and an introduction to the problems raised by the various forms of proprietary ownership. Throughout both semesters the class work will be divided between discussions of text and supervised problem work. A practice set will be used
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to provide facility and to co-ordinate the class work. This course is a pre-
requisite to all subsequent accounting courses. Open to Freshmen.
Both semesters **Assistant Professor Lutz** 6 semester hours
**Mr. Monegan**

Ec. II, 1—Introduction to Economics

This course is an introductory survey of economic principles underlying
the processes of production, distribution, pricing, credit, and capital for-
mation in our contemporary society. Corporate organization, specialization,
forces underlying price movements, speculation, money and banking,
foreign exchange, and the business cycle are discussed. Open to all classes
except Freshman.
First semester **Assistant Professor Emmons** 3 semester hours

Ec. II, 2—Introduction to Economics

This course is a continuation of Ec. II, 1 and considers problems of
business organization; wages, rent, interest, profits; theories of popula-
tion and immigration; public finance and taxation; free trade and pro-
tection; problems of labor organization; and programs of social and
economic reform. Open to all classes except Freshman.
Second semester **Assistant Professor Emmons** 3 semester hours

Ec. III, 4—Economic History of the United States

This course traces the major developments in the economic policies of
the United States since the second war with England; considering inter-
state and international relations, particularly as to tariffs, taxation and
revenue. Elective for Juniors and Seniors and for Sophomores with the
permission of the instructor. **Prerequisite: Ec. II, 1, 2—Introduction to
Economics or the equivalent.**
Second semester **Associate Professor Looney** 3 semester hours

Ec. IV, 1, 2—Money and Banking

A detailed analysis of the functions of money and credit and the rela-
tion between money and credit and the business cycle; the role of money
in economic life; monetary standards and the structure of our banking
system. The policies of the Federal Reserve Board and the problems of
controlling money and credit are considered. Elective for Juniors and
Seniors and for Sophomores with the permission of the instructor. **Prere-
quise: Ec. II, 1, 2—Introduction to Economics or the equivalent.**
Both semesters **Assistant Professor Emmons** 6 semester hours

Ec. IV, 3—Elements of Statistics

The course is prefaced by a review of algebra, linear and quadratic
functions, logarithms, the progressions, permutations and combinations,
and the elementary theory of probability. Particular emphasis will be de-
voted to a study of the fundamentals of statistical method with major
emphasis upon data chosen from fields of economics and business admin-
istration. Analysis and description of numerical data by means of the
statistical constants which measure central tendency, dispersion; the ele-
mentary theory of probability and its application to the normal curve and
the theory of probable error. Elective for Juniors and Seniors and for
Sophomores with the permission of the instructor. Prerequisite: Ec. II,
1, 2—Introduction to Economics or the equivalent.
First semester

GOVERNMENT

A student majoring in Government will ordinarily take Gv. II, 1, 2 and twelve
semester hours selected from other courses offered in Government. A student
electing to minor in Government ordinarily will take Gv. II, 1, 2 and six semester
hours selected from other courses in Government.

Gv. II, 1—National Government and Political Parties
The background and beginning of American Government; the history
of the formation of the Constitution and of the principles embodied in it;
the structures of the central government and of the division of powers and
the rise of political parties, their effect on popular opinion and on the
workings of the Constitution; the national executive and the organization
of Congress. Elective for all classes except Freshman. No prerequisites.
First semester

Gv. II, 2—National Government and Political Parties
The powers of Congress over commerce and in matters of trade
regulations; power over taxation and finance; war power; control over
territories, postal and other powers. A study of National Conservation
and of foreign relations; constitutional limitations and of the Judicial Sys-
tem. Special attention is given throughout the course to the applications
and interpretations of the Constitution and to important court decisions.
Lectures, notebook and reports. Elective for all classes except Freshman.
No prerequisites.
First semester

Gv. III, 2—Town, Municipal and State Government
A survey of United States 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. Atten-
tion 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. Elective for Juniors and Seniors; Sophomores by
permission. Prerequisite: either Gv. II, 1 or Gv. II, 2.
Second semester
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Gv. IV, 1—Comparative Government
A study of the principal governments of contemporary Europe both dictatorial and democratic with particular attention to the government of England. Comparisons will be made with the government of the United States. Elective for Juniors and Seniors; Sophomores by permission. Prerequisite: either Gv. II, 1 or Gv. II, 2. First semester 3 semester hours

Gv. IV, 2—Taxation and Public Finance
A survey of the principles of public finance designed for those interested in a general understanding of the economic and social effects of collecting and spending money to satisfy the increasing demands by people for a more complete assumption of functions by the government. Emphasis is placed upon the characteristics of the existing tax programs and the principles underlying the expenditures of public funds, the levy and collection of taxes and the use of public credit. General theories and the principles of taxation, incidences of taxation and the newer concepts of taxation are carefully analyzed. Practical problems of federal, state, and local taxation are presented for consideration by the student. Detailed study is given to public revenue, public domain and property, public works, fees, assessments, and licenses. Elective for Juniors and Seniors; Sophomores by permission. Prerequisite: either Gv. II, 1 or Gv. II, 2. Not offered in 1939-40. Second semester 3 semester hours

Gv. V, 1—International Law
This subject deals with the principles of international relations in peace and in war; development of international arbitration; movements toward world peace, international treaties, extradition and the like. Elective for Juniors and Seniors. Prerequisite: either Gv. II, 1 or Gv. II, 2. First semester 3 semester hours

Sociology
A student majoring in Sociology will ordinarily take S. III, 1, 2; S. IV, 1; S. V, 2; S. V, 3; and S. V, 1 or Ps. II, 2 or Ps. III, 1. A student electing to minor in Sociology ordinarily will take S. III, 1, 2; S. IV, 1; and S. V, 2

S. III, 1, 2—Introductory Sociology
The aim of this course is to supply the student with a broad, workable understanding of the society in which he lives, its institutions, economics, politics, family, religion, and education. How are social groups and classes interrelated; what is the structure of society and how does it change; how does any society and culture shape the behavior of the individuals in it—these are fundamental questions to be considered. Not open to Freshmen. Elective for all other classes. No prerequisite although H. I, 1, 2—History of Civilization and Sc. III, 1, 2—General Biology are strongly advised as preliminary or collateral courses.
Both semesters Assistant Professor Demerath 6 semester hours
S. IV, 1—Sociology of City Life
In a relatively short time farm and country living has given way to a predominately city or urban way of life. Numerous problems have arisen with this congestion of men in city areas such as widespread general dissatisfaction with old values, mass unemployment and dependency, crime, etc. Every well informed, intelligent citizen should understand the social and economic implications of city life. This course is designed to further such understanding through lectures, reading, and a familiarity with the Boston area. Elective for Juniors and Seniors. H. II, 2—History of the United States will be found helpful by students electing this course but it is not required as a prerequisite. Prerequisite: S. III, 1, 2—Introductory Sociology.
First semester  Assistant Professor Demerath  3 semester hours

S. IV, 2—Sociology of Law and Ethics
Designed particularly for those students interested in the law or government work, this course will interpret the function of ideals in law and order. Why are some laws obeyed, others not? What is effective legislation, what is useless? A criticism of certain statutes in the light of sociological principles will be offered. Elective for Juniors and Seniors. Prerequisite: S. III, 1, 2—Introductory Sociology or other preparation satisfactory to the instructor.
Second semester  3 semester hours

S. V, 1—The Family
The family and marriage and their relation to the lives of husband and wife, parent and child in historic and contemporary societies comprise the major interest of this course. The role of the family as the basic social institution; the conduct of husband and wife; the problems of population, divorce, etc. will be discussed. Psychology will be found helpful to students electing this course but it is not required as a prerequisite. Elective for Juniors and Seniors.
First semester  Assistant Professor Demerath  3 semester hours

S. V, 2—Social Problems
The plaguing problems of war and peace, unemployment and poverty, freedom and suppression, delinquency and crime, will be analyzed in a realistic fashion and without political or economic prejudice. Criticism of certain private and public policies and attempted prevention will be made. Elective for Sophomores, Juniors and Seniors, Freshmen may elect this course with the permission of the instructor. No prerequisites.
Second semester  3 semester hours

S. V, 3, 4—Criminology
The study of the nature and causes of crime. The history of criminal laws; types and theories of criminology. Ancient and modern points of view in the punishment of criminals. Delinquency in general; mental
diseases, defectiveness, poverty; racial background; crime as related to other social problems. Elective for Juniors and Seniors. Sophomores may elect this course with the permission of the instructor. Prerequisite: S. III, 1, 2 or Ps. I, 1, 2 or Criminal Law.

Both semesters 6 semester hours

VII. DEPARTMENT OF ART AND MUSIC

(To be appointed), Professor and Chairman of the Department

(To be appointed), Assistant Professor

At present no major or minor is offered by the Department of Art and Music. However, either or both of the following courses may be counted as electives.

A. V, 1—Art Appreciation

This course involves a study of composition, color and mediums as exemplified in representative paintings of the important “schools” from the time of the Renaissance and characteristics of design of the main periods of architecture, furniture, textiles, silver, glass, etc. An attempt will be made to give the student background for the intelligent evaluation of art in his environment. Lectures illustrated by slides, assigned readings, and reports of individual visits to museums will be a part of the method of this course. Open to Juniors and Seniors and to Sophomores by permission. Prerequisite H. I, 1, 2—History of Civilization or the equivalent.

First semester 3 semester hours

Mus. V, 2—Musical Appreciation

A study of the typical forms and styles of musical composition from the listener’s standpoint. The course is illustrated by presentation of representative compositions in piano arrangement and phonographic reproductions. No technical preparation is required. Open to Juniors and Seniors and to Sophomores by permission.

Second semester 3 semester hours
## SCHEDULE OF COURSES BY YEARS

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>FIRST YEAR</th>
<th>SEMESTER</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>CLA Eng.</td>
<td>I, 1, 2</td>
<td>English Composition and Rhetoric</td>
<td>6</td>
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<tr>
<td>CLA H.</td>
<td>I, 1, 2</td>
<td>History of Civilization</td>
<td>6</td>
</tr>
<tr>
<td>1CLA Sc.</td>
<td>II, 1, 2</td>
<td>General Biology</td>
<td>6</td>
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<tr>
<td>CLA</td>
<td>1, 2</td>
<td>(A Modern Foreign Language)</td>
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<th>SECOND YEAR</th>
<th>SEMESTER</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>2CLA Eng.</td>
<td>II, 1, 2</td>
<td>Survey of English Literature</td>
<td>6</td>
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<tr>
<td>CLA Ps.</td>
<td>I, 1</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>CLA Ps.</td>
<td>I, 2</td>
<td>Applied Psychology</td>
<td>3</td>
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<tr>
<td>CLA Gv.</td>
<td>III, 2</td>
<td>Town, Municipal and State Government</td>
<td>3</td>
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<td>CLA S.</td>
<td>III, 1, 2</td>
<td>Introductory Sociology</td>
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<tr>
<td>CLA H.</td>
<td>V, 3</td>
<td>Contemporary History</td>
<td>3</td>
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<tr>
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<th>THIRD YEAR</th>
<th>SEMESTER</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>1CLA Eng.</td>
<td>II, 3, 4</td>
<td>Advanced English Composition</td>
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<tr>
<td>CLA Ec.</td>
<td>II, 1, 2</td>
<td>Introduction to Economics</td>
<td>6</td>
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<tr>
<td>CLA Gv.</td>
<td>II, 1, 2</td>
<td>National Government and Political Parties</td>
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<tr>
<td>CJ Ed.</td>
<td>III, 1</td>
<td>History and Principles of Journalism</td>
<td>3</td>
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<tr>
<td>CJ Adm.</td>
<td>III, 2</td>
<td>Law of the Press</td>
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<tr>
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<th>FOURTH YEAR</th>
<th>SEMESTER</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>CJ Ed.</td>
<td>IV, 1</td>
<td>News and Feature Writing</td>
<td>3</td>
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<tr>
<td>CJ Ed.</td>
<td>IV, 2</td>
<td>Reporting the News</td>
<td>3</td>
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<tr>
<td>CJ Adm.</td>
<td>IV, 2</td>
<td>Newspaper Circulation and Promotion</td>
<td>3</td>
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<tr>
<td>CJ Ad.</td>
<td>IV, 1, 2</td>
<td>Principles of Advertising</td>
<td>6</td>
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<tr>
<td>CJ Ed.</td>
<td>IV, 3</td>
<td>Editorials and Editorial Department</td>
<td>3</td>
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<tr>
<td>CJ Ed.</td>
<td>IV, 5</td>
<td>Typography</td>
<td>3</td>
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<tr>
<td>CJ Ad. R.</td>
<td>IV, 2</td>
<td>Radio and Radio Advertising</td>
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<th>SEMESTER</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>CJ Ed.</td>
<td>V, 1</td>
<td>Copy Editing and the Copy Desk</td>
<td>3</td>
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<tr>
<td>CJ Ed.</td>
<td>V, 2</td>
<td>Newspaper Makeup</td>
<td>3</td>
</tr>
<tr>
<td>CJ Ad.</td>
<td>V, 1, 2</td>
<td>Newspaper Advertising</td>
<td>6</td>
</tr>
<tr>
<td>CJ Adm.</td>
<td>V, 3</td>
<td>Newspaper Publicity</td>
<td>3</td>
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<tr>
<td>CJ Adm.</td>
<td>V, 2</td>
<td>Mechanics of Production</td>
<td>3</td>
</tr>
<tr>
<td>CJ Adm.</td>
<td>V, 1</td>
<td>Newspaper Administration</td>
<td>3</td>
</tr>
<tr>
<td>CJ Adm.</td>
<td>V, 4</td>
<td>Advanced Organization Problems</td>
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<td>24</td>
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</tbody>
</table>

1 Elect General Biology, General Physics or Chemistry.
2 In 1939-1940, Second and Third year students will take Advanced English Composition.
COURSES OF INSTRUCTION

The courses offered by the College of Journalism are arranged under six Departments:

I. DEPARTMENT OF EDITORIAL METHODS
II. DEPARTMENT OF ADMINISTRATION
III. DEPARTMENT OF ADVERTISING
IV. DEPARTMENT OF RADIO AND RADIO ADVERTISING
V. DEPARTMENT OF LANGUAGE
VI. DEPARTMENT OF NATURAL AND SOCIAL SCIENCE

Note: In the list of courses, Roman numerals indicate year; Arabic odd numerals first semester; Arabic even numerals second semester.

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

I. DEPARTMENT OF EDITORIAL METHODS

CARROLL A. LAKE, Assistant Professor and Acting Chairman of the Department; THOMAS GEORGE ECCLES, Ed.M., Assistant Professor; HAROLD BENNISON, A.B., LL.B., Assistant Professor; HORTON EDMANDS, Instructor.

Ed. III, 1—History and Principles of Journalism
First semester 3 semester hours

Ed. IV, 1—News and Feature Writing
An introductory course in news writing 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. The course is also 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 University monthly.
First semester Assistant Professor Eccles 3 semester hours
Assistant Professor Bennison

Ed. IV, 2—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.
Second semester Mr. Edmands 3 semester hours
Ed. IV, 3—Editorials and Editorial Departments


First semester 3 semester hours

Ed. IV, 5—Typography


First semester 3 semester hours

Ed. V, 1—Copy Editing and the Copy Desk

Every newspaper man—and woman—needs to know the fundamentals of the editing of copy. The Copy Desk is the clearing house for all news. The scope and responsibility of the Copy Desk. The technique and handling of newspaper copy. The study of headlines includes the development and trends. Headline types. Selling the news. Writing of headlines. Rewrite. The proofroom. Telegraph, cable, local copy, country correspondence. The news editor, city editor, magazine editor, country or farm editor.

First semester Assistant Professor Lake 3 semester hours

Ed. V, 2—Newspaper Makeup


Second semester Assistant Professor Lake 3 semester hours

II. DEPARTMENT OF ADMINISTRATION

Harland R. Ratcliffe, B.S., Assistant Professor and Acting Chairman of the Department; Charles Griffin, B.S., M.B.A., LL.B., Assistant Professor; Frank Ernest Schueler, Instructor.

Adm. III, 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 Assistant Professor Griffin 3 semester hours
Adm. IV, 2—Newspaper Circulation and Promotion
Method of distributing and coverage. Costs, postal regulations, newsboy and mail subscriptions. Circulation campaigns, Building sales and reader interest. Advertising and circulation promotion. Public relations. Second semester 3 semester hours

Adm. V, 1—Newspaper Administration
Organization and operating set-up. Financial structure. Departmental relations.
First semester Assistant Professor Ratcliffe 3 semester hours
Mr. Schueler

Adm. V, 2—Mechanics of Production
The mechanical side to getting out a newspaper. The press and composing rooms. Stereotyping, photography, illustration, rotogravure. Making up the pages.
Second semester Assistant Professor Ratcliffe 3 semester hours

Adm. V, 3—Newspaper Publicity
Consideration of the wide and varied field of public relations. From the approach to the prospective client to the clipping of the story from the papers. Study of the various fields which find publicity desirable. Appreciation of what the individual or organization seeking publicity expects from the agent; explanation of the form the publicity must take to satisfy the exacting requirements of a metropolitan city editor. An answer to these questions: What is publicity for? What can it hope to accomplish? How does it rate as a vocation? Intensive study of "the tricks of the (publicity) trade" which will enable a publicity agent to arrive at a profitable compromise between the wishes of his client and the newspaper whose columns he hopes to invade.
First semester Assistant Professor Ratcliffe 3 semester hours

Adm. V, 4—Advanced Organization Problems
Trade unions, taxation and insurance. Competition with other media. Personnel.
Second semester 3 semester hours

III. DEPARTMENT OF ADVERTISING

................................., Professor and Chairman of the Department:
(To be appointed)
DANIEL MICHAEL DRISCOLL, A.B., Instructor.

Ad. IV, 1, 2—Principles of Advertising
History and philosophy of advertising. Place of advertising in modern business. Typography and composition, engraving, and other reproduction processes. Physical uses of advertising. The advertising agency; its functions. Radio advertising, showmanship.
Both semesters Mr. Driscoll 6 semester hours
Ad. V, 1, 2—Newspaper Advertising


Both semesters 6 semester hours

IV. DEPARTMENT OF RADIO AND RADIO ADVERTISING

RALPH LEROY HARLOW, Assistant Professor and Chairman of the Department.

Ad. R. IV, 2—Radio and Radio Advertising

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.

Radio of today—the American and foreign systems of control contrasted. The radio station and radio networks.

Radio programs—sustaining and commercial; musical and non-musical; radio technique in general; educational programs; transcriptions and recordings.

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.

Radio's place as an advertising medium.

Second semester Assistant Professor Harlow 3 semester hours

V. DEPARTMENT OF LANGUAGE

SHIRLEY WILCOX HARVEY, Ph.D., Lecturer; FRANCIS MORTON CURRIER, Ph.D., Lecturer; FRANK LAUREL PIZZUTO, A.M., Lecturer; DONALD THEODORE BRODINE, A.M., Lecturer; HAROLD SOWERBY WILSON, A.M., Lecturer; GLEASON L. ARCHER, JR., A.B., Lecturer.

The following English courses and one modern foreign language will be required of all students in the College of Journalism. These courses, however, will be taken in collaboration with the College of Liberal Arts. For course description please refer to the curriculum for the College of Liberal Arts:

CLA Eng. I, 1, 2—English Composition and Rhetoric; CLA Eng. II, 3, 4—Advanced English Composition; CLA Eng. II, 1, 2—Survey of English Literature; A Modern Foreign Language.
VI. DEPARTMENT OF NATURAL AND SOCIAL SCIENCE

Donald Wilson Miller, Ed.D., Lecturer; Mark Vernon Crockett, Ed.M., Lecturer; Walter Harold Claflin, Ph.D., Lecturer; Albert Lorenzo Delisle, Ph.D., Lecturer; Donald Malcolm Greer, Ph.D., Lecturer; Albert Woodbury Emmons, M.C.S., Lecturer; Nicholas J. Demerath, A.M., Lecturer.

The following courses in Natural and Social Science will be required of all students in the College of Journalism. These courses, however, will be taken in collaboration with the College of Liberal Arts. For course description please refer to the curriculum for the College of Liberal Arts:


1In 1939-1940, Second and Third year students will take Advanced English Composition.

2First Year students must take one science—General Biology, General Physics or Chemistry. Students will be given the privilege of electing which science they will study.
## SCHEDULE OF COURSES BY YEARS

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE</th>
<th>SEMESTER HOURS</th>
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<tbody>
<tr>
<td><strong>First Year—Required of all First Year Students</strong></td>
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<tr>
<td>CLA Eng.</td>
<td>I, 1, 2</td>
<td>English Composition and Rhetoric</td>
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<tr>
<td>CLA H.</td>
<td>I, 1, 2</td>
<td>History of Civilization</td>
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<tr>
<td>1CLA Sc.</td>
<td>II, 1, 2</td>
<td>General Biology (Physics or Chemistry)</td>
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<tr>
<td>CLA Ec.</td>
<td>I, 1, 2</td>
<td>Elementary Accounting</td>
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<td><strong>Total</strong></td>
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<tr>
<td><strong>Second Year—Required of all Second Year Students</strong></td>
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<td></td>
</tr>
<tr>
<td>CLA Eng.</td>
<td>II, 1, 2</td>
<td>Survey of English Literature</td>
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<tr>
<td>2CLA S.</td>
<td>III, 1, 2</td>
<td>Introductory Sociology</td>
</tr>
<tr>
<td>CLA Ps.</td>
<td>I, 1</td>
<td>General Psychology</td>
</tr>
<tr>
<td>CLA Ec.</td>
<td>III, 4</td>
<td>Economic History of the United States</td>
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<tr>
<td>CLA Eng.</td>
<td>II, 3</td>
<td>Advanced English Composition</td>
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<tr>
<td>3CBA Eng.</td>
<td>III, 8</td>
<td>Advanced Business English and Report Writing</td>
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<tr>
<td>CLA</td>
<td>1, 2</td>
<td>(A Modern Foreign Language)</td>
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<td><strong>Total</strong></td>
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<tr>
<td><strong>Third Year—Required of all Third Year Students</strong></td>
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<tr>
<td>CLA Ec.</td>
<td>II, 1, 2</td>
<td>Introduction to Economics</td>
</tr>
<tr>
<td>CLA</td>
<td>1, 2</td>
<td>(A Modern Foreign Language)</td>
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<tr>
<td>CBA, A</td>
<td>III, 1, 2</td>
<td>Accounting Theory and Practice</td>
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<tr>
<td>CBA Man.</td>
<td>III, 1, 2</td>
<td>Fundamentals of Business Organization and Management</td>
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<td><strong>Total</strong></td>
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<tr>
<td><strong>Fourth Year—Required of all Fourth Year Students</strong></td>
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<tr>
<td>CBA Fin.</td>
<td>IV, 2</td>
<td>Corporation Finance</td>
</tr>
<tr>
<td>CBA Mar.</td>
<td>IV, 1, 2</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td><strong>MAJOR PROGRAMS</strong></td>
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</tr>
<tr>
<td>I. Accounting—Electives</td>
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<tr>
<td>CBA A.</td>
<td>IV, 1, 2</td>
<td>Cost Accounting</td>
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<tr>
<td>CLA Ec.</td>
<td>IV, 3</td>
<td>Elements of Statistics</td>
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<tr>
<td>CJ Ad.</td>
<td>IV, 1, 2</td>
<td>Principles of Advertising</td>
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<tr>
<td>II. Advertising—Electives</td>
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<tr>
<td>CJ Ad.</td>
<td>IV, 1, 2</td>
<td>Principles of Advertising</td>
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<td>CJ Ad. R.</td>
<td>IV, 2</td>
<td>Radio and Radio Advertising</td>
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<tr>
<td>CBA Man.</td>
<td>IV, 1, 2</td>
<td>Factory Management</td>
</tr>
<tr>
<td>III. Business Management—Electives</td>
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<tr>
<td>CBA Man.</td>
<td>IV, 1, 2</td>
<td>Factory Management</td>
</tr>
<tr>
<td>CLA Ec.</td>
<td>IV, 3</td>
<td>Elements of Statistics</td>
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<tr>
<td>CJ Ad.</td>
<td>IV, 1, 2</td>
<td>Principles of Advertising</td>
</tr>
</tbody>
</table>
Fifth Year—Required of all Fifth Year Students

CBA L. V, 1, 2  Business Law .................................................. 6
CBA Ec. V, 2  Labor and Industrial Relations.......................... 3

MAJOR PROGRAMS

I. Accounting—Electives

CBA A. V, 1, 2  Auditing .................................................. 6
CBA A. V, 3  Tax Accounting ........................................... 3
CBA A. V, 4  C. P. A. Review ........................................... 3
CBA Fin. V, 1  Principles of Investments ......................... 3

II. Advertising—Electives

CJ Ad. V, 1, 2  Newspaper Advertising ......................... 6
CJ Adm. V, 3  Newspaper Publicity ................................. 3
CBA Ec. V, 5  Business Economics ................................. 3
CBA Ec. V, 6  Business and Government ....................... 3
CBA Mar. V, 1  Salesmanship and Sales Management ...... 3

III. Business Management—Electives

CBA Mar. V, 2  Retail Store Management ....................... 3
CBA Ec. V, 5  Business Economics .............................. 3
CBA Fin. V, 1  Principles of Investments ..................... 3
CBA Man. V, 1  Personnel Administration .................... 3

1First Year students must take one science—General Biology, General Physics or Chemistry. Students will be given the privilege of electing which science they will study.

2In 1939-1940 only Second Year students will take Introductory Sociology instead of Survey of English Literature.

3In 1939-1940 only Second Year students will take CLA Eng. II, 4 instead of CBA Eng. III, 8.
The courses offered by the College of Business Administration are arranged under four Departments:

I. DEPARTMENT OF ACCOUNTING
II. DEPARTMENT OF BUSINESS MANAGEMENT
III. DEPARTMENT OF LANGUAGE
IV. DEPARTMENT OF NATURAL AND SOCIAL SCIENCE

Note: In the list of courses general Roman numerals indicate year; Arabic odd numerals first semester; Arabic even numerals second semester. Courses that are required are indicated under the section "Requirements for Degrees". Not all of the courses listed are given each year. Those to be offered in any regular session of the College of Business Administration 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.

I. DEPARTMENT OF ACCOUNTING

(CLASEC I, 1, 2—Elementary Accounting
This course is an introduction to accounting designed to provide a firm foundation upon which may rest all subsequent work in accounting. To this end it has as its primary objective development of a complete understanding of fundamental accounting relationships and of a real facility in handling the technical tools of the accountant. The first part of the work will be concerned, then, with underlying concepts and relationships and will cover definitions, an introduction to financial statements, and an examination into some implications of the accounting equation. From this will follow naturally the accountant's debit and credit analysis and bookkeeping technique. Consideration of the bookkeeping cycle will include study of the nature and use of journals and ledgers, including special forms of journals, the use of controlling accounts, account classification, adjustments, worksheets and preparation of statements, and closing the books. Attention will be given to the design of records and procedures. The balance of the time available will be used for examination of the principles of statement classification and arrangement and an introduction to the problems raised by the various forms of proprietary ownership. Throughout both semesters the class work will be divided between discussions of text and supervised problem work. A practice set will be used to provide facility and to co-ordinate the class work.
Both semesters Assistant Professor Lutz 6 semester hours
Mr. Monegan

(To be appointed) Cedric William Lutz, M.B.A., Assistant Professor; Woodside Vance Monegan, M.B.A., Instructor.
CBA A. III, 1, 2—Accounting Theory and Practice

This course consists primarily of a detailed study of the policy problems which are raised in the preparation of satisfactory financial statements. It is designed not only as a professional course for practitioners but as a basis for sound interpretation. A major consideration is the nature and determination of income. This leads naturally to the study of problems relating to the valuation of balance sheet items, plant accounting and the retirement, depreciation and amortization of assets. Questions concerning the treatment of capital stock, surplus and reserves will be taken up from the standpoints of both the accountants and the financial managers of corporations. In this connection attention will be given to the preparation and use of statements of source and application of funds. Organization of business enterprises from and by groups of individual companies involves accounting for mergers and the possibility of power and flexibility in the use of accounting. Although it is assumed that students entering this course will be well grounded in the fundamentals of bookkeeping, problem work will be used where advisable in the introduction of new techniques. Class discussions will be based upon text book material and wherever possible will be related to actual business experience through the use of case studies.

Both semesters Assistant Professor Lutz 6 semester hours

CBA A. IV, 1, 2—Cost Accounting

The subject matter of this course is primarily concerned with the principles of industrial cost accounting. Particular attention is paid to the analysis of a number of specific cases from which broad principles may be drawn. The topics discussed include: elements of costs, control of labor material, and expense, methods of allocating overhead expenses, classification of costs, types of cost systems, control of cost books, use of factory ledger approach, determination of by-produce costs, standard rates, use of budgets, apportionment of selling and administrative costs. The student learns to solve cost accounting problems through the application of generalized principles to the varying conditions and circumstances of the business enterprise.

Both semesters 6 semester hours

CBA A. V, 1, 2—Auditing

This course is designed to provide the necessary preparation for State C. P. A. examinations by presenting the fundamental principles of auditing and their practical application. The theory underlying the principles of auditing is presented the student with special emphasis on the definition, purposes, and classes of auditing; qualifications and legal responsibilities of the auditor and professional ethics. Consideration is also given to the fundamentals of each type of audit, methods of handling engagements, general procedure in making operating accounts, income accounts, and expense accounts, detection of errors, frauds, and waste, preparation of report, letter of presentation, comments, and statements. Through out-
side and supervised problem work the student will be given experience in preparing working papers.
Both semesters 6 semester hours

CBA A. V, 3—Tax Accounting
This course consists of study of income and corporate tax systems of the Federal and Massachusetts jurisdictions. Systematic examination of the law and regulations applying to income taxation will be the backbone of the work. Actual preparation of various tax returns and forms is required.
First semester 3 semester hours

CBA A. V, 4—C. P. A. Review
This course is designed especially for those candidates preparing for the Massachusetts C. P. A. examinations. Admission to this course is open only to those who have had a complete course in Accounting or who can qualify through practical experience. Practical accounting problems, auditing and theory of accounts, analysis and discussion feature the course, which constitutes a review of all prior work.
Second semester 3 semester hours

II. DEPARTMENT OF BUSINESS MANAGEMENT

................. Professor and Chairman of the Department.
(To be appointed)
HARRY LOUIS HANSEN, Ph.D., Assistant Professor; A. SYDNEY KINGSMILL, M.B.A., Assistant Professor; WOODSIDE VANCE MONEGAN, M.B.A., Instructor; ALBERT WOODBURY EMMONS, M.C.S., Lecturer; HARLAND R. RATCLIFFE, B.S., Lecturer; DANIEL MICHAEL DRISCOLL, A.B., Lecturer; MARK V. CROCKETT, Ed.M., Lecturer.

ADVERTISING

CJ Ad. IV, 1, 2—Principles of Advertising
History and philosophy of advertising. Place of advertising in modern business. Typography and composition, engraving, and other reproduction processes. Physical uses of advertising. The advertising agency; its functions. Radio advertising, showmanship.
Both semesters Mr. Driscoll 6 semester hours

CJ Ad. V, 1, 2—Newspaper Advertising
space buying. Budgeting of advertising. Institutional advertising. Cooperative, allowance and tie-up advertising.
Both semesters 6 semester hours

CJ Ad. R. IV, 2—Radio and Radio Advertising

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.

Radio of today—the American and foreign systems of control contrasted. The radio station and radio networks.

Radio programs—sustaining and commercial; musical and non-musical; radio technique in general; educational programs; transcriptions and recordings.

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.

Radio’s place as an advertising medium.
Second semester Assistant Professor Harlow 3 semester hours

CJ Adm. V, 3—Newspaper Publicity

Consideration of the wide and varied field of public relations. From the approach to the prospective client to the clipping of the story from the papers. Study of the various fields which find publicity desirable. Appreciation of what the individual or organization seeking publicity expects from the agent; explanation of the form the publicity must take to satisfy the exacting requirements of a metropolitan city editor. An answer to these questions: What is publicity for? What can it hope to accomplish? How does it rate as a vocation? Intensive study of "the tricks of the (publicity) trade" which will enable a publicity agent to arrive at a profitable compromise between the wishes of his client and the newspaper whose columns he hopes to invade.
First semester Assistant Professor Ratcliffe 3 semester hours

ECONOMICS

CLA Ec. II, 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 Assistant Professor Emmons 3 semester hours

CLA Ec. IV, 3—Elements of Statistics

The course is prefaced by a review of algebra, linear and quadratic functions, logarithms, the progressions, permutations and combinations, and the elementary theory of probability. Particular emphasis will be devoted to a study of the fundamentals of statistical method with major
emphasis upon data chosen from fields of economics and business administration. Analysis and description of numerical data by means of the statistical constants which measure central tendency, dispersion; the elementary theory of probability and its application to the normal curve and the theory of probable error.

First semester 3 semester hours

**CBA Ec. V, 2—Labor and Industrial Relations**

The purpose of this course is to examine and appraise the main forces that give rise to the modern labor movement. The philosophy, methods, and history of organized labor and American trade unionism are surveyed. Other topics discussed are open shop, shop committees, collective bargaining, company unions, injunctions, yellow dog contracts, picketing, sit down strikes, minimum wage laws. An effort is made to acquaint the student with the underlying causes and influences that have contributed to our contemporary labor problems. Related assignments and written reports on contemporary problems are required of all students. A thorough study is made of forms of social security, unemployment, old age, sickness, and health insurance.

Second semester 3 semester hours

**CBA Ec. V, 5—Business Economics**

One objective of this course is to develop ability to apply economic analysis to the solution of business problems. Cases are studied which present business problems involving the assumption or avoidance of various types of risks, the character of demand, the setting of prices, the determination of rate of output, the analysis of various types of costs, decisions as to wages, and estimates of the supply and demand situation in particular commodity markets. A second objective of the course is to promote understanding of some of the external forces which affect the operations of individual businesses. An attempt is made to analyze the movements of general business conditions with particular reference to the business cycle. An opportunity will be afforded to discuss the relation of business to certain current problems of general economic and social policy, such as managed currency, public works, old-age pensions, unemployment and regulation of competition.

First semester 3 semester hours

**CBA Ec. V, 6—Business and Government**

This course involves a consideration of the relationships that exist between government and business. Particular emphasis is placed upon the legal duties and liabilities that the State imposes upon the various forms of business enterprises. The topics covered in the course include the doctrine of laissez-faire, status of collective bargaining, public utilities, combinations in restraint of trade, government aids to business, analysis of important court decisions and legislative and government enactments. Current regulatory legislation touching upon government and business is presented to the student for analysis and consideration.

Second semester 3 semester hours
CBA Fin. IV, 2—Corporation Finance

This course is designed to provide the student with accurate knowledge of the financial structure of our industrial organization. The work is concerned with the launching of an enterprise, stages of financing, factors in selecting the form of organization, the forms of organizations, types of securities used in financing, forms of borrowed capital, types and forms of mortgages, classification and description of stocks and bonds, methods of refinancing sources of working capital, requirements of working capital, surplus and dividend policies, functions of underwriting syndicates, holding companies, consolidations, mergers, receivership and reorganization and the mechanism of the stock exchange.

Second semester Assistant Professor Kingsmill 3 semester hours

CBA Fin. V, 1—Principles of Investments

This course is designed for two groups of students; first those who wish to obtain a working knowledge of the principles of sound investment, second, those who wish to acquire a foundation for managing their personal financial affairs. The following subjects are emphasized: an introductory survey of the elements of corporation finance, the relationship between investment and speculation, analysis of various types of stocks, bonds, and real estate securities, distribution of investment funds, the needs and objectives of the different groups of investors, and the effect of economic changes on investments. Attention is focused upon fraudulent securities and how to detect them. Prerequisite: CBA Fin. IV. 2.

First semester 3 semester hours

LAW

CBA L. V, 1, 2—Business Law

A consideration of topics introductory to the study of law. Contracts, including offer and acceptance, formal requisites, capacity and reality of consent, consideration, effects of illegality of subject matter, the operation and discharge of contracts, the law of personal property and the law of agency. A study of negotiable instruments, business organizations, including partnership and corporations, bankruptcy, real property.

Both semesters Mr. Crockett 6 semester hours

MANAGEMENT

CBA Man. III, 1, 2—Fundamentals of Business Organization and Management

This is an introductory course required of all students beginning the study of business and is designed to orientate the student in his work in this field. It deals with the fundamental principles of management and organization of business enterprises. The discussion of the manifold phases of business activity embraces the following subjects: analysis of the forms of business enterprise, methods of financing, types of internal
organization, problems of production, marketing and advertising, per­sonnel administration, statistics, budgeting and planning, and analysis of the external factors that influence the conduct of business.
Both semesters 6 semester hours

CBA Man. IV, 1, 2—Factory Management
This course looks at practical problems of business from the point of view of the general manager of a manufacturing plant. Such an executive has to deal with a great variety of specific internal situations involving the various elements of production (men, materials, machines). He must not, however, fail at the same time to keep a close eye on his company’s mar­kets, since neglect in this area is as disastrous as mistakes in manufac­turing policy. Among the problems within the scope of the course are some requiring examination into customer relationships and stipulations as to delivery, quality, and price; others dealing with management of fixed assets, purchasing, and personnel; and finally a group outlining the responsibilities of executives as co-ordinators of the many diverse elements included in every business organization engaged in manufacture and distribution.
Both semesters 6 semester hours

CBA Man. V, 1—Personnel Administration
The fundamental principles and practices of personnel administration are presented to the student for critical analysis in this course. Practical problems that confront the commercial and industrial executive in building up efficient organizations and in developing effective personnel relations­hips will form the basis of classroom discussions. The following topics will be emphasized: recruiting, selection and training of employees; placement, transfer, promotion, separation, job analysis, job evaluation, production incentives, employee representation, safety and accident control, employees insurance and pension plan. Consideration will be given to the development of joint relations in industry and their social and economic implications.
First semester 3 semester hours

MARKETING

CBA Mar. IV, 1, 2—Principles of Marketing
This course is a survey of the structure, organization, and functions of our system of distribution. Analysis is made of the prevailing prac­tices in the marketing and merchandising of goods as well as the social and economic factors at work. The course will include a consideration of the historical background of marketing, marketing functions, types of middle­men and their functions, mail order houses, chain store distribution, depart­ment store organization, purchasing, storage, warehousing, price policies, speculation, unfair methods of competition, and co-operative marketing.
Both semesters Assistant Professor Hansen 6 semester hours
CBA Mar. V, 1—Salesmanship and Sales Management

This course is organized to provide the student of business with a knowledge of the principles underlying personal selling and the problems of sales management from the point of view of the sales manager. Inasmuch as success in business depends in part upon the development of personality, emphasis is placed upon the factors underlying personal selling. The topics covered include analysis of selling appeals, motivation, suggestion and argument. The latter half of the course will be devoted primarily to the broader problems of sales management; selection, management, and control of sales force, formulation of sales policies, sales research, trade investigations and statistics, determination of quotas, co-ordination of sales department with the other business departments, and analysis of sales and advertising campaigns.

First semester 3 semester hours

CBA Mar. V, 2—Retail Store Management

This course deals with the principles, problems, and policies of retail store management. Discussion will be based upon specific problems in store location, store organization, layout and display, buying and planning, receiving and marketing of merchandise, stock control, sales promotion and analysis, markdown and mark up analysis, returned goods, retail delivery, retail credit and collections, personnel administration and training, statistical data and store service.

Second semester 3 semester hours

III. DEPARTMENT OF LANGUAGE

Francis Morton Currier, Ph.D., Lecturer; Shirley Wilcox Harvey, Ph.D., Lecturer; Robert Bernard Masterson, A.B., A.M., Ed.M., Lecturer; Carlos Frederico Weiman, LL.B., A.M., Lecturer; Donald Theodore Brodine, A.M., Lecturer; Harold Sowerby Wilson, A.M., Lecturer; Frank Laurel Pizzuto, A.M., Lecturer.

The following English courses and one modern foreign language will be required of all students in the College of Business Administration. These courses, however, will be taken in collaboration with the College of Liberal Arts. For course description please refer to the curriculum for the College of Liberal Arts.

CLA Eng. I, 1, 2—English Composition and Rhetoric; CLA Eng. II, 1, 2—Survey of English Literature; CLA Eng. II, 3—Advanced English Composition; CBA Eng. III, 8—Advanced Business English and Report Writing (description below); CLA G. III, 1, 2—Elementary German; CLA G. IV, 1, 2—Intermediate German; CLA Ital. I, 1, 2—Elementary Italian; CLA Ital. II, 1, 2—Intermediate Italian; CLA Sp. I, 1, 2—Elementary Spanish; CLA Sp. II, 1, 2—Modern Spanish Literature.

CBA Eng. III, 8—Advanced Business English and Report Writing

This course gives training in writing for business purposes with particular emphasis upon the application of the writing of English to the immediate needs of the business student. The course is devoted to the development of the power to write clearly, forcibly, and logically, to the practice of persuasive writing, and to the analysis of business reports and
communications. Business letters, including sales, collection adjustment, application and follow up, are analyzed from the point of view of effectiveness and psychology and business judgment. Articles for trade journals, reports and addresses for conventions and trade meetings, briefs for business executives, are studied in detail. Lectures and written assignments constitute the nature of the work with particular emphasis upon the individual problems of the students.

Second semester  
*Assistant Professor Masterson*  
3 semester hours

**IV. DEPARTMENT OF NATURAL AND SOCIAL SCIENCE**

**Donald Wilson Miller, Ed.D., Lecturer; Walter Harold Claflin, Ph.D., Lecturer; Albert Lorenzo Delisle, Ph.D., Lecturer; Donald Malcolm Greer, Ph.D., Lecturer; Nicholas J. Demerath, A.M., Lecturer.**

The following courses in Natural and Social Science will be required of all students in the College of Business Administration. These courses, however, will be taken in collaboration with the College of Liberal Arts. For course description please refer to the curriculum for the College of Liberal Arts:

1. CLA Sc. II, 1, 2—General Biology; CLA Ps. I, 1—General Psychology; CLA H. I, 1—History of Civilization; CLA H. I, 2—History of Civilization; CLA Ec. III, 4—Economic History of the United States; CLA S. III, 1, 2—Introductory Sociology.

1First Year students must take one science—General Biology, General Physics or Chemistry. Students will be given the privilege of electing which science they will study.
**SUFFOLK UNIVERSITY**

**PRE-PROFESSIONAL COURSES**

**LAW**

*Suffolk University Law School is a member of the National Association of Law Schools.*

Suffolk University Law School requires applicants for admission to candidacy for the degree of LL.B. to present proof of the successful completion of at least 60 semester hours in a college approved by the Board of Bar Examiners of Massachusetts prior to the beginning of the study of law. Graduates of an approved course of study in an accredited high school or preparatory school or those who have had some college work may enter Suffolk University College of Liberal Arts and by evening or day study qualify to enter upon the study of law but the time required will depend upon the capabilities and industry of the applicant. The pre-legal course is laid out in a three-year schedule.

*Suffolk College of Liberal Arts has been approved by the Board of Bar Examiners of Massachusetts for pre-legal training.*

**Pre-Legal**

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<tr>
<td>History of Civilization</td>
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<tr>
<td>2. General Biology, Physics or Chemistry</td>
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</tr>
<tr>
<td>Elementary Accounting</td>
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<td>1. Survey of English Literature</td>
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<td>General Psychology</td>
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<tr>
<td>History of Law</td>
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<tr>
<td>Introductory Sociology</td>
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<tr>
<td>English History</td>
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<table>
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<th>Hours</th>
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<td><strong>Third Year</strong></td>
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<td>Advanced English Composition</td>
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<td>Introduction to Economics</td>
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<tr>
<td>Argumentation and Logic</td>
<td>3</td>
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<tr>
<td>Effective Public Speaking</td>
<td>3</td>
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<tr>
<td>National Government and Political Parties</td>
<td>6</td>
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<tr>
<td>or&lt;br&gt;(A Modern Foreign Language)</td>
<td>(6)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>24</td>
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1. In 1939-1940, Second Year students will take Advanced English Composition instead of Survey of English Literature.
2. First Year students must take one science—General Biology, General Physics or Chemistry. Students will be given the privilege of electing which science they will study.
PRE-MEDICAL AND PRE-DENTAL COURSES

Since admission to medical or dental schools is usually restricted Suffolk University advises students who aspire to medical or dental careers to take their pre-medical courses at the University in which they intend to study medicine. However, we admit such students to appropriate courses in our regular curriculum. We do not maintain a Pre-Medical nor Pre-Dental Department.

COMBINED COURSES

WITH THE COLLEGE OF BUSINESS ADMINISTRATION

Students enrolled in the College of Liberal Arts may elect, on written recommendation from the Dean, certain courses in the College of Business Administration. Courses thus elected may be counted toward the degree of Bachelor of Arts or Bachelor of Science to an amount not exceeding twenty-four semester hours.

WITH THE COLLEGE OF JOURNALISM

Students enrolled in the College of Liberal Arts may elect, on written recommendation from the Dean, certain courses in the College of Journalism. Courses thus elected may be counted toward the degree of Bachelor of Arts or Bachelor of Science to an amount not exceeding twenty-four semester hours.

WITH THE LAW SCHOOL

If a candidate for the degree of Bachelor of Arts or Bachelor of Science has earned by the end of his fourth year ninety-six semester hours credit, at least forty-eight of which have been earned in the College of Liberal Arts, and has met all requirements for graduation except in number of hours, he may enter the Law School and on completing satisfactorily the full work of the first year in the regular law course receive his collegiate degree.
Candidates for the degree of Master of Arts or Master of Education must hold a bachelor's degree from Suffolk or from another college of satisfactory standing and must present adequate credentials indicating the candidate's ability to carry on the work for the degree.

**Degrees of Master of Arts or Master of Education**

Suffolk University College of Liberal Arts offers in its Graduate School curricula leading to the degrees of Master of Arts and Master of Education. Degrees will be awarded only at regular commencement exercises.

For the degree of Master of Arts or Master of Education the student must earn a grade of at least B in 36 semester hours of graduate work to be selected from the following departments: Education, English, History and Psychology. At least thirty of the thirty-six semester hours must be taken in Suffolk University College of Liberal Arts. Not more than six semester hours of the course requirement may be taken in Suffolk Summer Sessions.

Graduate work in Suffolk University College of Liberal Arts will be assigned by the Committee on Graduate Work after a careful study of the educational background of each applicant. The purpose of the Graduate School will be to assign such advanced courses only as may be appropriate to the needs and capabilities of the candidate. Certain courses now listed in the upper years of the curriculum for the bachelor's degree are of graduate grade. Others will be added from time to time. No general list of graduate courses is offered at present, since assignments are to be arranged to meet individual needs.

The general requirements are as follows:

(a) Every applicant will be required to satisfy the Committee on Graduate Work that he has a reading knowledge of French or German

(b) Major and Minor

1. A major of fifteen semester hours must be selected from the following departments: Education, English, History and Psychology.
2. A minor of six semester hours must be selected from the three departments not chosen for the major.
3. Examinations will be required in all major and minor courses.

(c) Research and Thesis

1. Research in the major field amounting to fifteen semester hours is required in addition to the fifteen semester hours constituting the major. The research will culminate in a thesis.
2. An applicant must present, prior to April first of the year he expects to receive his degree, a thesis based upon some phase of his major field. The thesis must be approved by the professors with whom the student takes his major and minor courses and must be satisfactory to the Committee on Graduate Work. Three typewritten copies of the thesis must be submitted.
REGISTRATION FEE

Applications for admission to the Graduate School of the College of Liberal Arts must be accompanied by a registration fee of $5.00. No application is considered by the Committee on Graduate Work until this fee has been paid. The registration fee is not a part of the tuition and will not be refunded after the student has been duly admitted to the Graduate School. However, upon receipt of written request it may be applied to another year should the applicant re-register.

TUITION

The tuition fee is based upon a unit charge of eight dollars a semester hour. Since not more than twenty-four semester hours may be taken in one year, the tuition charge for one year will be $192.00. Since thirty-six semester hours constitute the complete course, the tuition charge for the complete course will be $288.00. Students who do not carry a full program of graduate studies (twenty-four semester hours) pay tuition at the rate of $8.00 a semester hour.

Tuition is payable in four quarterly payments on September 25, November 20, January 29, and March 26. In special cases students may be permitted to pay tuition other than by the quarterly plan 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.

All payments should be made at the Bursar’s Office, second floor, of the University Building. Checks should be made payable to Suffolk University.

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

TEXTBOOKS

The cost of textbooks will vary from year to year but should not exceed forty dollars for the complete course.

THESIS FEE

A thesis fee of $10.00 to cover binding and other costs is payable at the time the candidate for the degree presents his thesis in final form.

GRADUATION FEE

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

DEGREES CONFERRED IN 1937-1938

HONORARY

MASTER OF ARTS

RALPH TEMPLE JACKSON, A.M., Massachusetts Institute of Technology
Bay, Spofford and Thorndike, Consulting Engineers

EDITH LESLEY WOLFARD
Director of The Lesley School

DOCTOR OF DIVINITY

WHITNEY HALE, A.B., St. Stephen's
Rector of the Church of the Advent, Boston

RAYMOND LANG, B.D., Episcopal Theological School
Rector of St. John’s Church, Newtonville

DOCTOR OF LETTERS

BANCROFT BEATLEY, A.M., Ed.D., Harvard
President of Simmons College

ARTHUR WARREN HANSON, A.M., M.B.A., Harvard; LL.B., Suffolk
Professor of Accounting and Dickinson Fellow, Harvard University Graduate
School of Business Administration

THOMAS JEFFERSON BOYNTON
Attorney-General of Massachusetts, 1914; President, Board of Trustees of
Suffolk University

WYMAN PARKHURST FISKE, A.B., M.B.A., Harvard; LL.B., Suffolk
Associate Professor of Accounting, Massachusetts Institute of Technology

CLYDE ORVAL RUGGLES, A.B., Iowa State Teachers College; A.M.,
State University of Iowa; Ph.D., Harvard
Professor of Public Utility Management, Harvard Graduate School of
Business Administration

DOCTOR OF SCIENCE

ALFRED LAWSON HAMMELL
Vice-President, Railway Express Agency

MASTER OF COMMERCIAL SCIENCE

HENRI JOHANNES ERNST VAN OOSTEN
Consul of the Netherlands in New England

CONFERRED IN COURSE

BACHELOR OF ARTS

Peter Alexander Delli Colli.................................................................Somerville

BACHELOR OF SCIENCE IN EDUCATION

Dana Brooks Clark.................................................................Quincy
Joseph William Finegan..................................................Everett
William Franklin Gill..................................................Brighton
Helen Marguerite Colbert Hickey........................................Melrose
Charles Laird.................................................................Cambridge
Agnes Catherine Lavery..........................................................Brookline
William McKenzie..........................................................Dorchester
Thelma Payne.................................................................Allston
Frank Patrick Rich.............................................................Roxbury

1 Degrees thus indicated were conferred at the Convocation held in connection with the Dedi-
catory Exercises of the University Building on February 6, 1938.

2 All other degrees listed were conferred at the Annual Commencement, June 16, 1938.

2 Conferred at special ceremonies on March 6, 1939.
Students Attending During 1938-1939

Agliata, Thomas Peter ................................................................. Boston, Mass.
Archer, Wesley Clifford ............................................................. Stetson, Me.
Avery, Richard Herbert ............................................................. Winthrop, Mass.
Bailey, John Frederick ............................................................... Cambridge, Mass.
Baker, Charles Obed ................................................................. Taunton, Mass.
Bernard, Francis Xavier ............................................................. Roxbury, Mass.
Bircher, Jack Lawrence, Jr. ....................................................... Boston, Mass.
Bloom, Jack .................................................................................. Revere, Mass.
Blyth, Agnes Stirling ................................................................. Newton, Mass.
Bodwell, Theresa Miriam .......................................................... Woburn, Mass.
Bryant, George Thomas ............................................................ Pittsfield, Me.
Burns, Charles Henry, Jr. .......................................................... Peabody, Mass.
Calitri, Joseph Francis .............................................................. Boston, Mass.
Carmody, Helen Margaret ......................................................... Somerville, Mass.
Cheevers, John Samuel, Jr. ......................................................... Dorchester, Mass.
Church, Foster Quentin ............................................................ Boston, Mass.
Coconis, Thomas Constantine .................................................. Boston, Mass.
Collier, Sumner Richard ........................................................... Malden, Mass.
Conboy, Richard Joseph ............................................................ Dorchester, Mass.
Connolly, Patrick Joseph, Jr. ...................................................... Woburn, Mass.
Covino, John Guy ........................................................................ Cambridge, Mass.
Cray, James Joseph .................................................................... West Roxbury, Mass.
Creamer, Anna Marie ............................................................... Dorchester, Mass.
Cullen, Leo William .................................................................... East Milton, Mass.
Curelli, Rocco Amando .............................................................. East Boston, Mass.
Curto, Francis Charles .............................................................. East Boston, Mass.
Daniel, Oliver Gerard ............................................................... Boston, Mass.
Dinkle, Dorothy Louise ............................................................. Roxbury, Mass.
Discepolo, Salvatore William .................................................... Revere, Mass.
Doherty, Joseph Aloysius .......................................................... Woburn, Mass.
Doherty, Paul Louis .................................................................. Woburn, Mass.
Donlan, Mary Elizabeth ............................................................ Medfield, Mass.
Donnelly, John Patrick .............................................................. Saugus, Mass.
Donnelly, Landy Francis ........................................................... Walpole, Mass.
Donohue, William Henry .......................................................... Hingham, Mass.
Fickett, Edward Joseph ............................................................ Brookline, Mass.
Foster, Marjorie Elaine .............................................................. Jamaica Plain, Mass.
Garber, Max Daniel ................................................................... Chelsea, Mass.
Gately, Edward John, Jr. ......................................................... Marlboro, Mass.
Gatto, Nicholas Francis ............................................................ Roslinbale, Mass.
Gillkrist, Roger Thomas ........................................................... Dorchester, Mass.
Given, John Frederick .............................................................. Woburn, Mass.
Goddard, John ............................................................................. Nashua, N. H.
Gordon, Gertrude Pauline ........................................................ Readville, Mass.
<table>
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<tr>
<td>Griffith, Mary Etheline</td>
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<td>Harris, Fank James</td>
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<td>Hayes, Joseph Stephan, Jr.</td>
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<td>Hutchins, Thelma Corinne</td>
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<td>Hutchinson, Mrs. Doris Bradford</td>
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<td>Johnston, Thomas Haddon</td>
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<td>Just, Frederic George</td>
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<td>Kandler, Harriet Muriel</td>
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<td>Whittredge, Harland Vaughan</td>
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<td>Williams, Vernon Henry</td>
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<td>Yankun, Albert Richard</td>
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**AUDITORS**

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<tr>
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<tr>
<td>Claflin, Beryl Terry</td>
<td>West Roxbury, Mass.</td>
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<tr>
<td>Kennedy, Daniel</td>
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<td>Repucci, Gelino George</td>
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**COLLEGE OF JOURNALISM**

**STUDENTS ATTENDING DURING 1938-1939**

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<tr>
<td>Ballou, Robert Ai</td>
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<td>Benuses, Joseph George</td>
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<td>Coppola, John Domenic</td>
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<td>Corbett, Henry Lawrence</td>
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<td>Embree, Addie Phyllis</td>
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<td>Frizzell, Viola Rose</td>
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<td>Gourville, Frederick Barry</td>
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<td>MacKay, Anne Elizabeth</td>
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<td>Mizejewski, Gustave Stanley</td>
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SUFFOLK UNIVERSITY

McHugh, Richard Francis ................................................................. Cambridge, Mass.
Nickerson, Willard Hollis ................................................................. Nantucket, Mass.
O'Leary, Mary Frances ................................................................. Brookline, Mass.
Sanborn, Virginia ........................................................................ Allston, Mass.
Snow, Mary Lou ........................................................................ Danvers, Mass.
Swanson, Lawrence Peter ................................................................. Brockton, Mass.
Tammaro, Daniel Joseph ................................................................. Boston, Mass.
Ward, Pauline Patrecia ....................................................................... Dorchester, Mass.

COLLEGE OF BUSINESS ADMINISTRATION

Students Attending During 1938-1939

Brigham, Elmer Clarence ................................................................ Cambridge, Mass.
Canino, Salvatore John ........................................................................... Wakefield, Mass.
Carter, Charles Sheldon ........................................................................ Watertown, Mass.
Cole, Arthur ......................................................................................... Dexter, Maine
Craig, John Henry, Jr. ............................................................................... Natick, Mass.
Eddleman, William Harry Paul .......................................................... Allston, Mass.
Fabbrucci, Mario Ronald ........................................................................ Roslindale, Mass.
Faria, Arnold Richard ........................................................................ Peabody, Mass.
Hanlon, Elton Norman ........................................................................ Dorchester, Mass.
Holden, Dudley Furber, Jr. ...................................................................... Wakefield, Mass.
Johnson, Iver Norman ........................................................................ West Roxbury, Mass.
Kittredge, George Edward, Jr. ............................................................... South Boston, Mass.
Kussy, Edward Robert ........................................................................ Boston, Mass.
Northrup, Reginald Emery ................................................................ Boston, Mass.
Sidman, Albert ................................................................................... South Boston, Mass.
GIFTS AND BEQUESTS

Gifts and bequests of money, securities or real estate are gratefully received by Suffolk University.

To serve the University in this way it is not necessary to make a large gift or bequest. There are doubtless many who, without injury to family or other interests, could give or bequeath $500, $1,000 or $5,000; and some who might bequeath a much larger sum.

In order to extend its educational service, Suffolk University will welcome gifts and bequests:

(A) FOR ENDOWMENT
   (1) of professorships in any department
   (2) of Library in any department
   (3) of scholarships in any department
   (4) unrestricted

(B) FOR EQUIPMENT AND BUILDINGS
   (1) reference books in any department
   (2) additional equipment for science laboratories
   (3) additional buildings

Unless other use is specified, it is the general policy of the University to designate funds so given as a part of the permanent unrestricted endowment. In this case, the principal is never expended, but is loaned on adequate security.

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 educational uses and purposes of the said University and under its direction the following sums:
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SUFFOLK UNIVERSITY
COLLEGE OF LIBERAL ARTS

Sixth year begins September 25, 1939.
Open to men and women.
Four-year and five-year courses leading to the degrees of A.B., B.S., and B.S. in Education.
Courses leading to the degrees of A.M. and Ed.M. open to graduates of approved colleges.
Entrance Requirements—Graduation from an accredited high school or the completion of fifteen acceptable secondary school units.
Day and Evening Divisions—Monday, Tuesday, Thursday, and Friday—9:15 to 12:00 M., or 6:00 to 9:00 P.M.
Tuition—$160 a year, payable quarterly.
Late Afternoon Classes—4:15 to 5:45 P.M.; Saturday morning classes 9:15 to 12:00 M.
Summer Session—July 5, 1940 to August 12, 1940.

COLLEGE OF JOURNALISM

Fourth year begins September 25, 1939.
Open to men and women.
Five-year course leading to the degree of B.S. in Journalism.
Entrance Requirements—Graduation from an accredited high school or the completion of fifteen acceptable secondary school units.
Day and Evening Divisions—Monday, Tuesday, Thursday, and Friday—9:15 to 12:00 M., or 6:00 to 9:00 P.M.
Tuition—$160 a year, payable quarterly.

COLLEGE OF BUSINESS ADMINISTRATION

Third year begins September 25, 1939.
Open to men and women.
Five-year course leading to the degree of B.S. in Business Administration.
Entrance Requirements—Graduation from an accredited high school or the completion of fifteen acceptable secondary school units.
Day and Evening Divisions—Monday, Tuesday, Thursday, and Friday—9:15 to 12:00 M., or 6:00 to 9:00 P.M.
Tuition—$160 a year, payable quarterly.

SUFFOLK LAW SCHOOL

Thirty-fourth year begins September 18, 1939.
Fourth year begins September 25, 1939.
Open to men and women.
Four-year course leading to the degree of LL.B.
Entrance Requirements—Sixty semester hours of work in an approved college.
Classes—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.

GRADUATE SCHOOL OF LAW

Fifth year begins September 25, 1939.
Open to men and women.
One-year course leading to the degree of LL.M.
Entrance Requirements—Graduation from Suffolk University Law School or another recognized law school with the degree of LL.B.
Classes—Monday, Tuesday, and Friday—6:00 to 9:00 P.M.
Tuition—$160 for One-year course; $175 for Two-year course.
For further information regarding any of the above schools and colleges address Suffolk University 20 Derne Street, Boston, Mass. Tel. Cap. 0555