Suffolk University Academic Catalog, College of Business Administration, 1944-1945

Suffolk University Records: SUG-002.001
SUFFOLK UNIVERSITY

The College of Business Administration

FOUNDED 1937

8TH YEAR BEGINNING SEPT. 18, 1944

ANNOUNCEMENTS FOR 1944-1945

20 DERNE STREET
BOSTON 14, MASSACHUSETTS

JUNE 30, 1944

A Co-educational College of Suffolk University
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-educational—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.

Gleason L. Archer, President
Suffolk University

BRIEF STATEMENT OF SUFFOLK HISTORY:

<table>
<thead>
<tr>
<th>SUMMARY OF DEPARTMENTS</th>
<th>DATE ESTABLISHED</th>
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<tbody>
<tr>
<td>Suffolk Law School</td>
<td>September 19, 1906</td>
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<tr>
<td>College of Liberal Arts</td>
<td>September 24, 1934</td>
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<tr>
<td>Graduate School of Law</td>
<td>September 23, 1935</td>
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<td>College of Journalism</td>
<td>September 22, 1936</td>
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<td>College of Business Administration</td>
<td>September 27, 1937</td>
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SUFFOLK UNIVERSITY

CALENDAR FOR THE ACADEMIC YEAR 1944-1945

COLLEGE OF BUSINESS ADMINISTRATION

FIRST SEMESTER 1944

Academic year opens — classes begin ...................................Monday, September 18
First Quarter bills payable ......................................................Monday, September 18
Founder's Day (Thirty-ninth Anniversary) ........................Tuesday, September 19
Columbus Day; classes suspended ...........................................Thursday, October 12
October Tests begin ..............................................................Monday, October 16
October Tests end ......................................................................Friday, October 27
Second Quarter bills payable ...................................................Monday, November 13
Thanksgiving Day; classes suspended .....................................Thursday, November 23
December Tests begin .............................................................Monday, November 27
December Tests end ...................................................................Friday, December 8
Christmas Recess begins .........................................................Saturday, December 16

1945

Classes resume ........................................................................Tuesday, January 2
First Semester Examinations begin .............................................Monday, January 15
First Semester Examinations end .................................................Friday, January 26

SECOND SEMESTER

Second Semester begins; classes resume ...................................Monday, January 29
Third Quarter bills payable ......................................................Monday, January 29
February Tests begin ...............................................................Monday, February 12
Washington's Birthday; classes suspended .............................Thursday, February 22
February Tests end ....................................................................Friday, February 23
March Tests begin ......................................................................Monday, March 12
Fourth Quarter bills payable ....................................................Monday, March 19
March Tests end ..........................................................................Friday, March 23
Spring Recess begins ...............................................................Saturday, March 24
Classes resume ..........................................................................Monday, April 2
Patriot's Day — classes suspended ...........................................Thursday, April 19
Charter Day ...............................................................................Monday, April 30
Second Semester Examinations begin .......................................Monday, May 21
Memorial Day; classes suspended .........................................Wednesday, May 30
Second Semester Examinations end ..........................................Friday, June 1
Bacalaureate Service ...................................................................Sunday, June 10
Alumni Night ............................................................................Monday, June 11
Class Day (College) .................................................................Tuesday, June 12
Class Day (Law School) ............................................................Wednesday, June 13
Commencement Exercises .........................................................Thursday, June 14

The University Building will be closed on all legal holidays
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, Suffolk University Law School

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

Hon. Joseph Everett Warner
Attorney-General of Massachusetts, 1928-1934
Associate Justice Superior Court of Massachusetts, 1940

John Shepard, 3d
President, The Yankee Network
Term expires June 1945

Rev. Dr. Harold John Ockenga
Pastor, Park Street Church, Boston

Bernard J. Killion, Esq.
Member, Killion, Connolly and Williams, Attorneys at Law
Term expires June 1946

John Stanley Wise
Utilities Department, Chase National Bank of New York City

David Stoneman, Esq.
Member of the Boston Bar
Term expires June 1947

John Griffin
Vice President, John F. Griffin Company

Thomas Francis McNichols
Branch Manager, First National Bank of Boston
Term expires June 1948

Arthur Warren Hanson
Professor of Accounting, Harvard University

Ernest Roy Blaisdell
New England District Manager, The Structural Slate and Natural Slate Black-Board Companies.
Term expires June 1949

William F. A. Graham, Esq.
Senior Member, Lee and Graham, Attorneys at Law
OFFICERS OF THE UNIVERSITY

Gleason L. Archer, LL.B. LL.D.............................................President
C. A. Bryant...............................................................Registrar
Dorothy M. McNamara......................................................Bursar
M. Esther Newsome........................................................Librarian

FACULTY OF COLLEGE OF BUSINESS ADMINISTRATION

John F. O'Brien, B.B.A., M.B.A., LL.B. ..............Dean and Professor of Business Administration

(The following members of the present faculty are assisting in the establishment of the program):

W. Harold Claflin, A.B., A.M., Ph.D. ...........Professor of Government
Shirley W. Harvey, A.B., A.M., Ph.D. ..........Professor of English
Frank L. Pizzuto, A.B., A.M. ...............Professor of Romance Languages

(A complete list of the names of specialists in the varied divisions of instruction will be announced after pending appointments have been made).
FUNCTIONS OF THE COLLEGE

The College of Business Administration is an undergraduate professional school of Suffolk University, offering technical training in the fields of administration described elsewhere in this circular. Where courses in the arts or law are required in the major programs listed in the following pages, the student will attend the appropriate course in the Suffolk University College of Liberal Arts or the Suffolk University School of Law.

ASSOCIATE IN ARTS

The faculty of The College of Business Administration believe that a sound professional training can best be given after the student has acquired at least the minimum essentials of a liberal education. Thus, prospective students are encouraged to complete the 60 semester hour program of the Suffolk University College of Liberal Arts, normally leading to the Associate in Arts certificate, or its equivalent, before enrolling in this college. See statement of Entrance Requirements in the following pages.

1944-1945: EVENING DIVISION ONLY

It is now planned that the Evening Division will be in operation for the year beginning September 18, 1944. The Uniform First Year Program described in the following pages will be offered. When war conditions permit, a later issue of this announcement will be made on the reopening of the Day Division. The program given herein will be substantially the same for both divisions.

LECTURE HOURS

Evening Division Lectures for the academic year 1944-1945 will be:
1st Hour — 6:10 - 7:25 P.M.
2nd Hour — 7:35 - 8:50 P.M.

Classes will be held, except as otherwise indicated in the calendar, Monday through Friday inclusive.

DEGREE REQUIREMENTS

For either degree mentioned in this circular every candidate will be required to present total semester hour credit of 122 semester hours, either in residence at Suffolk University College of Business Administration, or in combination with advanced standing given for 60 semester hours of prior collegiate work described under the Associate in Arts program elsewhere.
ENTRANCE REQUIREMENTS

A. For the Academic year 1944-1945:
Since we now anticipate operating only the Evening Division for mature students this year, we will continue to require only evidence of the usual high school training, or its equivalent itemized below:

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.

B. September 15th, 1945 and later:
After this date our entrance requirements will be as follows:

1. For Veterans
   Until ample time for their full rehabilitation has passed, Veterans of the Armed Forces of the United Nations will be admitted to the Day or Evening Division upon evidence of the usual high school training, or its equivalent, listed above. Veterans who entered the Armed Forces prior to high school graduation are advised to consult with the Dean or Registrar with reference to provisions and plans for the completion of the foregoing entrance requirement. Courses taken under the direction of the Armed Forces Institute will be evaluated and appropriate credit granted.

2. For Mature Men and Women
   Mature men and women who have had extensive business or professional experience will be admitted to suitable degree programs in the Day or Evening Division upon evidence of the usual high school training, or its equivalent, listed above. Both of the above groups of candidates for degrees will have to take suitable elective courses to complete the degree requirement of 122 semester hours.

3. All Other Degree Candidates
   All other degree candidates not now enrolled will be required to present a college transcript evidencing 60 semester hours of college credit or the Associate in Arts certificate from Suffolk University College of Liberal Arts or other institutions of higher education.

4. Special Students
   For the admission to specific courses of special students not enrolled as degree candidates consult the Dean or Registrar.

For additional information please write to:
The Registrar, C.B.A.,
Suffolk University,
20 Derne Street,
Boston 14, Mass.
DEGREES

Suffolk University College of Business Administration now grants the undergraduate degree of Bachelor of Science in Business Administration (B.S. in B.A.) In cooperation with the faculties of the College of Liberal Arts and the School of Law, it is planning to offer additional programs listed in the following pages leading to the undergraduate degree of Bachelor of Science in Governmental Administration (B.S. in G.A.)

TUITION AND FEES

Effective September 1, 1944 the tuition for the Evening Division, College of Business Administration will be as follows:

- 24 semester hours (4 courses) — $180. payable quarterly
- 30 semester hours (5 courses) — $225. payable quarterly

The tuition costs stated above do not include special fees established for the University. A matriculation fee of $5 must accompany the original application. If applicant is admitted the fee is not returnable. It is not part of the tuition. An annual University fee of $10 is required of all students, due and payable with the first quarterly tuition. The graduation fee is $15. Aside from a $3 charge for make-up or special examinations there are no other fees or charges.

Special students, desiring to take less than 24 semester hours for a special purpose, may consult the Registrar for the complete tuition cost schedule.
THE NEW PROGRAM

To meet the present and newer needs of the Post-War years, a committee of the Trustees, President and Faculty of Suffolk University re-examined the curriculum of the College of Business Administration in the Spring of 1944. While the detail of all course changes cannot be compressed within these few pages, the broad outline of the new program follows:

I. THE UNIFORM FIRST-YEAR PROGRAM

All degree candidates will be required to complete the following basic courses before entering upon a specialized Major program:

1. Introductory Accounting — 6 semester hours
2. Introductory Sales — 6 semester hours
3. Financial Organization — 6 semester hours
4. Personnel Organization — 6 semester hours
5. English Composition and Business Writing — 6 semester hours

These courses will be offered in the Evening Division for 1944-1945. Upon the completion of the foregoing basic courses, the University Guidance Director, will examine their faculty records, appropriate tests, and in conferences, will assist in the selection of the major program for each student.

II. THE DIVISION OF INSTRUCTION

Five divisions of instruction are being established in order that the curriculum will be organized for specific major programs. These divisions are:

1. Office Administration
2. Sales Administration
3. Financial Administration
4. Personnel Administration
5. Governmental Administration

III. THE INITIAL MAJOR PROGRAM

These will require at least 60 hours of technical courses. A Certificate of Special Training, reciting the content and accomplishment, will be given for the successful completion of each Major Program. Candidates having the Associate in Arts Certificate, or its equivalent, or a bachelor's degree, will be required to complete only:

1. The Uniform First Year Program and
2. The Major Program

for his degree. All other degree candidates will have to elect a sufficient number of suitable courses in other colleges of Suffolk University to complete the degree requirement of 122 semester hours.
DIVISION I — OFFICE ADMINISTRATION: MAJORS

1. Accounting
2. Office Management
3. Secretarial Science: General
4. Court Reporter and Law Secretary

DIVISION II — SALES ADMINISTRATION: MAJORS

1. Sales Management
2. Marketing Specialist
3. Advertising

DIVISION III — FINANCIAL ADMINISTRATION: MAJORS

1. Commercial Banking
2. Trust Administration
3. Investment Banking

DIVISION IV — PERSONNEL ADMINISTRATION: MAJORS

1. Personnel Administration
2. Placement and Training
3. Labor Relations: Management
4. Labor Relations: Unions

DIVISION V — GOVERNMENTAL ADMINISTRATION: MAJORS

1. Internal Revenue and Fiscal Policies
2. Law Administration and Enforcement
3. State and Municipal Administration
4. Foreign Commerce and Finance
5. Labor Legislation and Administration
SUFFOLK UNIVERSITY
Co-educational All Departments

COLLEGE OF LIBERAL ARTS

Eleventh year begins September 18, 1944.
Five-year course leading to Bachelor of Arts degree.
Associate in Arts certificate for Pre-legal students.
Entrance Requirements—Graduation from an accredited high school or the completion of fifteen acceptable secondary school units.
Evening Division (Day classes resumed after the War)—Monday, Tuesday, Thursday and Friday—6:00 to 9:00 P.M.
Tuition—$180. a year, payable quarterly.

COLLEGE OF JOURNALISM

Ninth year begins September 18, 1944.
Five-year course leading to a B.S. in Journalism degree.
Entrance Requirements—Graduation from an accredited high school or the completion of fifteen acceptable secondary school units.
Evening Division (Day classes resumed after the War)—Monday, Tuesday, Thursday and Friday—6:00 to 9:00 P.M.
Tuition—$180. a year, payable quarterly.

COLLEGE OF BUSINESS ADMINISTRATION
(Described in this circular)

SUFFOLK UNIVERSITY LAW SCHOOL

Thirty-ninth year begins September 18, 1944.
Three-year and four-year courses leading to the degree of LL.B.
Entrance Requirements—Sixty semester hours of work in an approved college.
Students may attend classes day or evening, Monday, Tuesday, Thursday and Friday.
Tuition—Day Division $240. a year, payable quarterly.
Evening Division $180. a year, payable quarterly.

GRADUATE SCHOOL OF LAW
(Suspended for Duration of War)

For further information regarding any of the above schools and colleges address
Suffolk University 20 Derne Street, Boston 14, Mass. Tel. Cap. 0555