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1953

Suffolk University Academic Catalog, Graduate Departments of the College, 1953-1954

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SUFFOLK UNIVERSITY

GRADUATE DEPARTMENTS
OF THE
COLLEGES



ANNUAL BULLETIN

1953-1954

BOSTON

MASSACHUSETTS

1953

SUFFOLK UNIVERSITY BULLETIN

*Graduate Departments
of the
Colleges*



Annual Catalogue

1953-1954



*Member of the
New England Association of Colleges
and Secondary Schools*

BOSTON

MASSACHUSETTS

Volume 46

August 1953

Number 2

CORRESPONDENCE

All correspondence should be addressed to
Registrar, Suffolk University
20 Derne Street, Boston 14, Massachusetts

OFFICE HOURS

The Executive and Administrative Offices will be open for conferences Mondays through Fridays from 9:00 A.M. to 9:00 P.M.

During June, July, and August the offices close at 5:00 P.M.

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CALENDAR FOR THE ACADEMIC YEAR 1953-1954

COLLEGE DEPARTMENTS

1953

Orientation — Freshmen and other new students.....	September 21, Monday
Registration Fall Semester.....	September 21, Monday
Classes Convene.....	September 22, Tuesday
Last Day for registration without payment of late registration fee.....	September 28, Monday
Columbus Day (holiday).....	October 12, Monday
Armistice Day (holiday).....	November 11, Wednesday
Thanksgiving Recess.....	November 26 through 28, Thursday through Saturday
Christmas Recess.....	December 21 through January 2, Monday through Saturday

1954

Classes Resume.....	January 4, Monday
Fall Semester Examinations begin.....	January 18, Monday
Fall Semester ends.....	January 30, Saturday
Registration Spring Semester.....	February 1, Monday
Classes Convene.....	February 2, Tuesday
Last Day for registration without payment of late registration fee.....	February 8, Monday
Washington's Birthday (holiday).....	February 22, Monday
Evacuation Day (holiday).....	March 17, Wednesday
Easter Recess.....	April 12 through 19, Monday through Monday
Good Friday (holiday).....	April 16, Friday
Patriot's Day (holiday).....	April 19, Monday
Classes Resume.....	April 20, Tuesday
Spring Semester Examinations begin.....	May 24, Monday
Memorial Day Celebration (holiday).....	May 31, Monday
Spring Semester ends.....	June 5, Saturday
Alumni Day.....	June 12, Saturday
Commencement	June 20, Sunday

SUMMER SESSION 1954

Registration — Day and Evening Session; Classes Convene.....	June 7, Monday
Bunker Hill Day (holiday).....	June 17, Thursday
Registration for Teachers (six weeks) Session.....	June 21, Monday
Independence Day Celebration (holiday).....	July 5, Monday
Second Phase Summer Session begins.....	July 8, Thursday
Evening Session ends.....	July 16, Friday
Term Examinations begin.....	August 5, Thursday
Summer Session ends.....	August 6, Friday

FALL SEMESTER 1954-1955

Registration.....	September 20, Monday
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HISTORY OF SUFFOLK

The first unit of Suffolk University was formally opened to students in September, 1906. It was inspired by Gleason L. Archer, founder of the University, who was resolved to establish a law school for ambitious young men and women of moderate means. Because of his enthusiasm for the work and his ability as a teacher and administrator, the school speedily gained recognition, being chartered with degree-granting powers by the Legislature of Massachusetts in 1914.

In the forty-seven years since the founding of Suffolk University however, times and students have changed considerably. While most of its early students were residents of the neighboring towns and cities, today they come from almost every state in the nation and from many foreign lands. Educational opportunities have been expanded with the growth of the University to include up-to-date laboratories, libraries, athletic, and recreational facilities. The principles of the University, however, have never varied: the belief that training in the liberal arts and sciences is an integral part of a balanced education and that opportunities for instruction should be afforded to students irrespective of economic status. To this end, moderate tuition rates are maintained, and scholarships and other aids have been made available so that no worthy student need be denied the experience of a college education because of lack of funds.

Along with the growth and development of Suffolk, and in order to broaden the opportunities for its graduates, the College of Liberal Arts was founded in 1934, the Graduate School of Law in 1935, the College of Journalism in 1936, and the College of Business Administration in 1937. The various departments were incorporated by the Massachusetts Legislature in April of 1937. Suffolk University although predominately a day-time institution was the first college east of New York City at which a young man or woman might earn a Bachelor of Arts degree entirely through evening study. Suffolk University is a member of the New England Association of Colleges and Secondary Schools.

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

Excellent accommodations for educational work are provided in this building. Located in it are the Executive and Administrative offices; University Library; classrooms; completely equipped and modern laboratories for biology, chemistry, geology, and physics; University Auditorium; Faculty rooms; Trustees Room; Bookstore and appropriate lounges for students, faculty, and staff.

It is believed, however, that the true measure of the quality of a university's educational program is reflected in the record of its graduates. Early in its history Suffolk University gained national recognition. Self-supporting students in an ever-widening circle found in Suffolk a haven of opportunity. Judges, lawyers, businessmen, educators, and leaders in political and civic life owe their advancement to the training received at Suffolk University.

While Suffolk is proud of its achievements, it prefers to look forward to the future. As a result, it is always alert to the advancement in the arts, sciences, and other fields of endeavor. Its guiding spirit and purpose remains unchanged, however, and it has moulded its curriculum and has expanded its facilities to offer a well-rounded educational program to better prepare men and women for intelligent living.

SUFFOLK UNIVERSITY

THE CORPORATION

Corporate Name: Suffolk University

OFFICERS OF THE CORPORATION

GEORGE B. ROWELL, *Chairman*
 BERNARD J. KILLION, *Vice Chairman*
 HIRAM J. ARCHER, *Clerk*
 HONORABLE FRANK J. DONAHUE, *Treasurer*

BOARD OF TRUSTEES

LIFE MEMBERS

HIRAM J. ARCHER, Esquire Professor, Suffolk University Law School	WILLIAM F. A. GRAHAM, Esquire Senior Member, Lee and Graham, Attorneys at Law
HONORABLE FRANK J. DONAHUE Justice, Massachusetts Superior Court	ARTHUR W. HANSON Professor of Accounting Harvard University
BERNARD J. KILLION, Esquire Member, Killion, Connolly and Williams, Attorneys at Law	

TERM EXPIRES JUNE 1954

HONORABLE JOHN E. FENTON Judge, Massachusetts Land Court	GEORGE H. SPILLANE Formerly District Manager, Boston No. 1 District John Hancock Mutual Life Insurance Company of Boston, Massachusetts
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TERM EXPIRES JUNE 1955

JULIUS E. ROSENGARD Attorney-at-Law	GEORGE B. ROWELL, Esquire Member, Warner, Stackpole, Stetson and Bradlee Attorneys at Law
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TERM EXPIRES JUNE 1956

REXFORD A. BRISTOL Treasurer, The Foxboro Co.	WALTER M. BURSE, Esquire President, Suffolk University
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TERM EXPIRES JUNE 1957

JOHN GRIFFIN
Treasurer, Joseph P. Manning Company

TERM EXPIRES JUNE 1958

ERNEST R. BLAISDELL New England District Manager The Structural Slate and National Slate Blackboard Cos.	THOMAS F. MCNICHOLS Business Manager, Suffolk University Formerly Manager, West End Branch First National Bank of Boston
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SUFFOLK UNIVERSITY

WALTER M. BURSE, A.B., LL.B.*President*

ARTHUR W. HANSON, A.B., A.M., M.B.A., LL.B., Litt.D., D.C.S.
Vice President

ADMINISTRATIVE OFFICERS OF
 SUFFOLK COLLEGE DEPARTMENTS

ROBERT J. MUNCE, A.B., A.M.*Dean*

DONALD W. GOODRICH, A.B., A.M.*Registrar*

HIRAM J. ARCHER, LL.B.*Director of Alumni Relations*

JOHN V. COLBURN, B.S. in Ed., A.M.*Director of Student Affairs*

CATHERINE FEHRER, A.B., A.M., Ph.D.*Advisor to Women*

EDWARD G. HARTMANN, A.B., A.M., B.S. in L.S., Ph.D.

Director of Libraries

LEO LIEBERMAN, A.B., Ed.M., Ed.D.*Director of Guidance*

PAUL N. A. ROONEY, A.B., M.D.*Director of Student Health*

FACULTY OF COLLEGE DEPARTMENTS

NEILSON C. HANNAY

*Professor of English**A.B., A.M., Union; B.D., Auburn; A.M., Ph.D., Harvard; Graduate Study: Glasgow; Halle; Chicago.*

DONALD W. GOODRICH

*Professor of Humanities**A.B., Williams; A.M., Harvard; Graduate Study: Columbia; Harvard.*

FRANK M. BUCKLEY, SR.

*Professor of History and Sociology**A.B., LL.D., Holy Cross; A.M., Yale; Ed.M., Harvard.*

NELSON J. ANDERSON

*Professor of Chemistry and Mathematics**A.B., Kansas; M.S., Illinois; Ph.D., Chicago.*

ROBERT S. FRIEDMAN

*Professor of Biology**B.S. in Ed., A.M., Boston University; A.M., Ph.D., Harvard.*

PAUL N. A. ROONEY

*Associate Professor of Hygiene**A.B., Boston College; M.D., Harvard.*

HAROLD W. COPP

*Associate Professor of Education and
Director of Teacher Training**B.S. in Ed., A.M., Ph.D., Michigan.*

GEORGE H. MCKEE

*Associate Professor of Languages**A.B., Washington and Lee; A.M., Pittsburgh; Docteur es Lettres, Grenoble; Graduate Study: Paris; Harvard; Havana; Guatemala; Nancy; Toulouse; Mexico; Besancon; Rennes.*

ELLA M. MURPHY

*Associate Professor of English**A.B., Smith; A.M., Wisconsin; Ph.D., Iowa State; Graduate Study: Cambridge; Columbia; Middlebury; New York University; Harvard University.*

CLYDE E. CURRAN

*Associate Professor of Education**A.B., San Francisco State; A.M., Ed.D., Stanford; Graduate Study: Hawaii.*

NORMAN B. FLOYD

Associate Professor of History

A.B., Amherst; A.M., Ph.D., Harvard.

JOHN J. MAHONEY

Associate Professor of Business Administration

B.S. in Ed., Ed.M., Boston University; Graduate Study: New York University.

ISRAEL STOLPER

Associate Professor of Government and Economics

Adj.A., Harvard; LL.B., Northeastern; A.M., Boston University.

EDWARD G. HARTMANN

Associate Professor of History

A.B., A.M., Bucknell; B.S. in L.S., Ph.D., Columbia; Graduate Study: Sorbonne; University of Wales.

WILLIAM S. SAHAKIAN

Assistant Professor of Philosophy and Psychology

S.B., Northeastern; S.T.B., Boston University; Ph.D., Boston University; Graduate Study: Harvard.

HAROLD M. STONE

Assistant Professor of Business Administration

B.S. in Ed., Ed.M., Boston University.

LEO LIEBERMAN

Assistant Professor of Psychology

A.B., Ed.M., Ed.D., Harvard; Graduate Study: Harvard; Claremont.

CATHERINE FEHRER

Assistant Professor of Romance Languages

A.B., Vassar; A.M., Ph.D., Bryn Mawr; Graduate Study: Sorbonne; Florence; Mexico; Middlebury.

D. DONALD FIORILLO

Assistant Professor of History and Sociology

A.B., Clark; M.A., Boston College; Graduate Study: Clark; Fitchburg; Boston College.

JOSEPH H. STRAIN

*Assistant Professor of English and Speech**A.B., Suffolk University; A.M., Boston College; Graduate Study: Tufts, Boston University.*

STANLEY M. VOGEL

*Assistant Professor of German and English**A.B., New York University; A.M., Yale; Ph.D., Yale; Graduate Study: Oxford.*

JOHN V. COLBURN

*Assistant Professor of English**B.S. in Ed., A.M., Boston University.*

CHESTER E. BROMWELL

*Assistant Professor of Hygiene**M.D., Boston University.*

CHARLES LAW

*Assistant Professor of Physical Education**S.B., Springfield; Graduate Study: Boston University.*

JOHN P. KEANE

*Instructor in Business Administration**B.S. in B.A., Boston College; LL.B., Suffolk.*

LAURENCE V. RAND

*Instructor in Government and History**A.B., Suffolk University; M.A., Boston University.*

FLOYD L. BELL

*Instructor in Public Relations**LL.B., University of Minnesota.*

FRANCIS E. HANNON

*Instructor in Business Administration**B.B.A., Boston University; LL.B., Boston College.*

CHARLES T. JOHNSON

*Instructor in Business Administration**LL.B., Boston University; M.B.A., Boston University.*

STANLEY R. STEMBRIDGE

*Instructor in History**A.B., Boston University; A.M., Harvard; Graduate Study: Harvard.*

CHARLES H. PHOENIX

*Instructor in Psychology**A.B., Connecticut; A.M., Boston University.*

ARIADNE MOSHOS

*Instructor in Education**B.S., Lowell State Teachers College; M.A., in Music., Columbia; Graduate Study: Suffolk University.*

GREGORY H. ADAMIAN

*Instructor in Economics**A.B., Harvard; LL.B., Boston University; M.P.A., Harvard*

BENJAMIN CHINITZ

*Instructor in Economics**A.B., Yeshiva; A.M., Brown; Graduate Study: Harvard*

KENNETH CROTTY

*Instructor in Journalism**A.B., Harvard; Graduate Study: Northeastern*

WILLIAM F. HOMER

*Instructor in Journalism**A.B., Harvard; Graduate Study: Harvard*

DION J. ARCHON

*Instructor in Management**A.B., Harvard; A.M., Harvard; Ph.D., Harvard*

RAY JAMES CAMERON

*Instructor in Economics**B.S., Adelaide; M.S., Adelaide; Graduate Study: Adelaide, South Australia*

EDWARD M. FARRELL

*Instructor in Accounting**LL.B., Boston College*

LIBRARY DEPARTMENT

JANET C. RUSSELL

*Assistant Librarian**A.B., Boston University; Graduate Study: Boston University.*

STAFF MEMBERS

THOMAS F. McNICHOLS

Business Manager

DOROTHY M. McNAMARA

Bursar

HISTORY OF GRADUATE DEPARTMENT

The first graduate degree in course was conferred by the University at the end of January 1950. Only two persons received this degree, but they were the forerunners of a large group of active candidates who received their degrees at subsequent Commencements or shall receive their advanced degrees very soon. At the June 1953 Commencement, twenty-seven candidates had conferred upon them the Master of Arts and the Master of Science degrees. All of these holders of advanced degrees give promise of becoming leaders in their respective fields.

During the year of 1948, when the University achieved a post World War II reorganization and stabilization with a fine degree of controlled expansion, formal graduate courses were offered. The enrollment was small then but it has steadily grown until now there are ninety-two students actively engaged in graduate study.

PURPOSE

The Graduate Department, a division of Suffolk University, offers advanced study for students who have bachelor's degrees from this university or from other approved educational institutions.

The purpose of the division is to offer facilities for advanced study and research so that the students may receive a comprehensive view of the field of knowledge in which they are working. Here, also, students may acquire the technique needed to give quality to constructive imagination for independent investigation in their fields of interest.

Through its graduate courses, the Department furnishes advanced preparation for those who are planning to become teachers of academic subjects and leaders in economics, education, government, social science, and business administration.

MAJOR DEPARTMENTS OF STUDY

The field in which the Degree of Master of Arts may be taken is Education.

As circumstances warrant it and should sufficient demand arise, graduate work will be offered in other departments. Sociology and Government may be added soon.

The division also offers courses leading to the Degree of Master of Science in Business Administration.

ADMISSION AND REGISTRATION REGULATIONS

A prospective student seeking admission to the Graduate Department should proceed as follows:

Each applicant must file an application form and have transcripts from all other colleges attended sent directly to the Registrar's Office.

Applicant should show evidence that he is prepared to do acceptable graduate work. This is determined through interviews with the Registrar and the chairman of the major department.

The applicant is expected to furnish letters from two persons who can write with certainty about his preparation for graduate work.

The applicant will be informed by the Registrar, in writing, whether he has been accepted for graduate study at Suffolk University.

GENERAL REQUIREMENTS FOR THE MASTER OF ARTS DEGREE

One year of residence and the completion of thirty hours of graduate work are required — six of which may be thesis seminar credits.

No more than ten semester hours of graduate work may be transferred from other institutions.

Candidates for the Master of Arts and Master of Science Degree must complete a program of study approved by their major department head, their faculty sponsor, and the Dean.

Candidates for the Master of Arts Degree must demonstrate a reading knowledge in at least one modern foreign language for all departments except education, journalism, and business administration.

GENERAL REQUIREMENTS FOR THE MASTER OF SCIENCE DEGREE

The Graduate Department offers courses leading to the Degree of Master of Science in Business Administration.

The requirements for this degree are the same as for the Degree of Master of Arts, except that knowledge of a foreign language is ordinarily not required.

THESIS

Suffolk University continues to find favor with the thesis as one of the requirements for a Master's Degree. Classroom attendance and participation, term papers, and examinations seem to be continuations of undergraduate methods without appropriate supplements that give further study graduate status. In conforming to classroom procedures it is difficult for the student to develop his skills at independent study to his full ability.

Consequently, the thesis work allows the student to select his own problem — in which he may have a latent interest — approach it from his personal point of view, and complete his study, expanding it or delimiting it as he sees fit. When the study has been concluded and approved by the faculty director the value of the high degree of personal satisfaction and self esteem of the graduate student can not be estimated — particularly when it is found that the study can be given immediate application by the student and the benefits extend into the community from which he comes.

When the graduate student notifies the Dean that he is ready to think about his thesis project he will be assigned to a faculty member to whom he may go for advice and direction. For the records, the faculty advisor will approve the thesis topic and then the student can intensify his effort in this direction.

At the appropriate time the faculty director will advise the student that his study is ready for its final reading. This procedure should be concluded six weeks before graduation.

Two bound copies of the thesis are to be submitted to the Dean two weeks before graduation. Frequently the student wants a third bound copy for himself.

GRADING SYSTEM

All grades will be based on the following marking system:

A 90-100%	F Below 60%
B 80-89%	I Incomplete
C 70-79%	W Withdrawn
D 60-69%	

Graduate credit will not be given for courses in which a grade lower than B is received.

CREDITS

A semester hour of credit is awarded for the work represented by a class meeting for one hour each week for one semester. In certain laboratory courses a class meeting two, three, or four hours each week for one semester awards one semester hour of credit.

TRANSFER CREDITS

Ten semester hours of graduate residence credits of B quality or better are the maximum amount of advanced standing credits that can be accepted for work completed at other approved institutions. Under no circumstances will extension work, or courses by correspondence, from other institutions be accepted.

STATUTES OF LIMITATION

Work for the Master's Degree must be completed within five years after graduate course work has started.

PRE-REGISTRATION IN GRADUATE DEPARTMENTS

A Suffolk University undergraduate who is certified by the Registrar as needing nine semester hours or less to meet his degree requirements may be granted permission by the graduate committee to pre-register for graduate credit in a limited number of courses, provided he meets all of the other admission requirements.

In no case should the student thus registered enroll in more than a total of five courses.

GRADUATE STUDY IN THE SUMMER

The summer session provides many graduate students, particularly teachers in public schools, a full-time opportunity to carry on the work toward the master's degree. Also, courses may be taken to strengthen teaching fields or to establish new areas.

EXTENSION COURSES

Suffolk University offers a limited number of extension courses each semester. In this way the privileges of the University are brought to teachers who find it a definite hardship to travel long distances for the purpose of furthering their professional training. Courses are set up according to the need of the teachers and in co-operation with the public school authorities at the proposed extension center.

The University recognizes the teachers' responsibilities to their full-time efforts in the school districts where they are employed. Consequently, one of the University's full-time instructors is sent into a community once a week, thereby saving a substantial accumulation of travel time, effort, and expense on the part of a large group of teachers. In order that the role of the teachers in the community may not be slighted, teachers are expected to limit their course work, whether it be at the University, in extension, or a combination of both, to 6 credit hours per semester.

Course work is developed at the graduate level. The courses are the ones the instructor regularly teaches at the University. The number and length of class periods are determined by the amount of credit assigned to the course. The usual class-room standards of proficiency are expected of the students enrolled in the extension courses.

Of the minimum of 30 semester hours in course work at Suffolk University required of all undergraduate transfer students, 6 of these credit hours may be taken in extension.

Students who plan to enroll in extension courses and expect to later use these credits for meeting the requirements for their degrees should confer — or at least communicate — with the Registrar at their earliest opportunity after their enrollment. Those who wish to take the course for transfer credit to another institution should get permission from the Dean of that school.

GENERAL INFORMATION

Facilities of the University

BOSTON — *Center of Superior Educational Advantages*

Students will find in historic Boston unrivaled opportunities for culture and recreation. The Boston Public Library System is justly famous. The State Library and the State Archives are across the street from the University. The Museum of Fine Arts on Huntington Avenue is easily accessible; Boston Common, the Public Gardens, and the Charles River Bank are nearby. 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 house of Paul Revere, and the various burying grounds where historic dead are at rest. Beacon Hill and the State House form the very heart of Boston. No city in America could be more inspiring to students and certainly none more conducive to scholarship.

TRANSPORTATION

Situated on Beacon Hill, facing the State House, Suffolk University is in the very center of Boston's unrivaled transportation facilities. Every important transportation point is within easy walking distance, thus eliminating traffic delays. Applications for special student transportation tickets may be secured from the Office of the Registrar.

UNIVERSITY LIBRARY

The Library occupies the major portion of the third floor of the building, and serves all departments of the University. The reading room has seating accommodations for more than three hundred readers, and is open to faculty, students, members of the staff, and alumni.

All books except those on required reading lists, treatises, and reference books in great demand, and certain particularly valuable or rare books, are on open shelves and easily accessible. Law books and reference books do not circulate, but all other books may be borrowed for periods ranging from overnight to fourteen days. Some books on reserve for special courses must be used in the Library.

The Library is open from 8:30 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, during the regular school term. It is closed on all legal holidays.

GUIDANCE

A Guidance Department under a specially-trained director is maintained by the University. As a result of personal interviews and tests, students are assigned to qualified faculty advisors. These advisors assist students in the proper selection of courses to prepare them for the type of work or profession for which they seem best adapted. Thus the possibility of wrong selection of courses and of failure is reduced to a minimum.

VETERANS' COORDINATOR

A staff member has been appointed to act in liaison between veteran students under Public Laws 16, 346 and 550 and the Veterans' Administration. This coordinator is familiar with the problems that constantly confront veterans.

In addition, a representative of the Veterans' Administration, the Training Officer is available to veteran students who attend under Public Law 16.

TUITION AND FEES

The fees in the various departments have been fixed at the lowest possible figure in order to meet the needs of students of limited means as well as those who must earn their living while attending classes.

APPLICATION

Applications for admission to any department must be accompanied by an application fee of \$5.00. This fee is payable for the first year only. No application is recorded until the 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 department to which he has applied. However, upon receipt of written request this fee may be applied to another year should the applicant re-register. Applicants who are veterans must also pay the application fee which is refundable by the University after the applicant submits proper credentials from the Veterans Administration.

TUITION

TUITION is charged at the rate of \$14.00 per semester hour. The tuition charge is adjusted to \$400.00 for a full program of 30 semester hours for the academic year, when enrolled for at the rate of 15 semester hours per semester. A student who is given permission to take extra courses leading to a total of more than 15 semester hours of credit in one semester will be charged \$14.00 for each extra hour. Part-time Evening or Adult Education tuition is based on the same charge of \$14.00 a semester hour. The tuition for each semester or session is due at the time of registration.

Tuition for students enrolled in extension courses will be charged at the rate of \$15.00 per semester hour credit in those courses.

LABORATORY FEE

Students taking regular laboratory courses in Biology will pay a laboratory fee of \$25.00 for each course; in Physics, \$20.00; and in Chemistry, \$25.00. These figures are for the academic year, one-half being payable at the beginning of each semester.

LABORATORY BREAKAGE

Students will be billed each month for the breakage of any laboratory equipment. Bills must be paid when presented.

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

SPECIAL EXAMINATIONS

A fee of \$5.00 will be charged for each special examination. Special make-up examinations will be given only to those who for sufficient cause have been absent from semester examinations. *A student, within one week after the date on which the examination was scheduled, must make a written request to the Registrar setting forth the reasons why the privilege of a special examination should be granted.* Students under twenty-one must submit letters from their parents or guardians.

Note: The grade F is a grade given for the work of a course and therefore cannot be removed by special examination.

GRADUATION FEE

The graduation fee, including diploma, is \$20.00. It is due and payable one month 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 one week in advance of the date desired.*

WITHDRAWALS AND REFUNDS

Students who are obliged to withdraw before the end of the Fall or the Spring semester may, on approval of the Registrar and the Treasurer of the University, receive a partial refund of the tuition fee paid. The refunds may be made according to the following schedule.

Withdrawal notice filed and approved within

Tuition Refund

One week of opening of semester	80%
Two weeks of opening of semester	60%
Three weeks of opening of semester	40%
Four weeks of opening of semester	20%
After four weeks of opening of semester	0%

The Summer session schedule of refunds is proportional to the length of the session.

To receive a refund a student must file an advance notice with the Registrar of his intention to withdraw; or if that is not possible, a written explanation of his withdrawal within five days thereafter.

FELLOWSHIPS — ASSISTANTSHIPS — SCHOLARSHIPS

Graduate assistantships and scholarships may be awarded to students commencing their graduate work who have given evidence of special ability in their chosen fields.

The several classes of fellowships, assistantships, and scholarships are defined as follows:

Graduate Fellowships: Fellowships are awarded ordinarily to students who have completed at least fifteen hours of graduate work and who have shown a very high capacity and interest therein.

They are sometimes awarded by virtue of contractual arrangements with governmental or industrial agencies which provide for the conduct of research programs.

Graduate Assistantships: A number of graduate students receive financial aid by assisting in the various departments. The amount of student's time involved normally should not exceed fifteen hours per week.

Graduate Scholarships: These are of two kinds, open and service.

Open scholarships, varying in number, are awarded annually to students of outstanding merit. Preference is given to students in departments not having specifically designated fellowships or assistantships.

Service scholarships are assigned to certain departments for special service rendered to those departments. For the service performed, the holder of such a scholarship receives a small stipend, and tuition credit for courses pursued during the time for which the services were rendered.

COURSES OF INSTRUCTION

GRADUATE DEPARTMENTS

NOTE: In each of the departments offering graduate work there are certain courses of the upper level which may be taken for graduate credit under appropriate arrangements with the head of the department. The courses are listed in the undergraduate bulletin.

ACCOUNTING

For major and minor refer to statement covering all requirements for a degree in Business Administration.

Accounting 1.1-1.2 — Elementary Accounting

2 terms — 8 semester hours

The basic fundamentals of accounting are defined, explained, and illustrated. Subjects covered include: basic accounting statements, development and operation of accounts, books of original entry, controlling accounts, work-sheets, and introduction to partnerships and corporations. A two hour period each week is spent in the accounting laboratory. No previous knowledge of bookkeeping required. *Not for graduate credit.*

Accounting G2.1-G2.2 — Intermediate Accounting Problems

2 terms — 6 semester hours

An intensive study is made of the accounting statements, including problems of form, content, and valuation. Advanced problems with respect to corporations are covered in detail. Analysis of the Balance Sheet and Profit Statement are made. *Prerequisite: Acct. 1.2*

Accounting G2.6 — Administrative Accounting

1 term — 3 semester hours

Principles and methods of budgeting, estimating income, and operating budgetary control systems. Analysis of financial statements and determination of ratios. *Prerequisite: Acct. 1.2*

Accounting G3.1-G3.2 — Cost Accounting

2 terms — 6 semester hours

Accounting in a manufacturing business for materials, labor, and manufacturing expenses. Job order, process and standard cost systems are studied. *Prerequisite: Acct. 1.2*

Accounting G3.3-G3.4 — Advanced Accounting Problems

2 terms — 6 semester hours

Advanced problems having to do with partnerships, consignments, installment sales, insurance, statement of affairs, receiver's affairs, realization and liquidation report, branch accounting, parent and subsidiary accounting, consolidated balance sheet, surplus statement, profit and loss statement, estates and trusts, and public accounts.

Prerequisite: Acct. 1.2

Accounting G4.1-G4.2 — Auditing

2 terms — 6 semester hours

A study is made of auditing procedures from the inception of an audit to its completion. The preparation of working papers, financial statements and accompanying comments are studied in the light of modern practice. *Prerequisite: Acct. 3.4*

Accounting G4.3 — Analysis of Financial Statements

1 term — 3 semester hours

Analysis, interpretation, and form of financial statements. Comparative financial statements, trend percentages, standard ratios, working capital, profit and loss statement ratios, and balance sheet ratios are dealt with in detail. *Prerequisite: Acct. 3.4*

Accounting G4.4 — Certified Public Accounting Problems

1 term — 3 semester hours

Intensive review of Certified Public Accounting examination questions and problems. *Prerequisite: Acct. 3.4*

Accounting G4.5-G4.6 — Federal and State Taxation

2 terms — 6 semester hours

The main emphasis of the course is upon the Federal and Massachusetts income tax laws and procedures. Practical situations and the preparation of tax returns are discussed and illustrated. The problems of individuals, partnerships, corporations, estates, and trusts are considered in detail. *Prerequisite: Acct. 2.2*

Accounting G4.7 — Municipal and Governmental Accounting

1 term — 3 semester hours

A presentation of the elementary principles of governmental accounting: classification of revenue and expenditure accounts, budgeting procedures, various types of funds, and financial reports. *Prerequisite: Acct. 1.2*

Accounting G4.8 — System Building

1 term — 3 semester hours

A study of the steps necessary in the preparation of an adequate accounting system for a business enterprise. *Prerequisite: Acct. 3.4*

BUSINESS ADMINISTRATION

Business Administration 1.1 — Business Organization

1 term — 3 semester hours

An introduction to business to acquaint the student with the organization of modern business and to act as a source of guidance in choosing a major in the field of Business Administration. Some of the topics studied are the nature of business, ownership, physical factors, personnel, marketing, finance, managerial controls, and government and business. *Not for graduate credit.*

Business Administration 1.2 — Contracts and Agency

1 term — 3 semester hours

Business law for students in Business Administration. A detailed study of the law of contracts and agency. *Not for graduate credit.*

Business Administration G2.1 — Sales and Business Associations

1 term — 3 semester hours

A study of the law of sales and business associations; the single proprietorship, partnership, and corporation. *Prerequisite: Bus. Adm. 1.2*

Business Administration G2.2 — Negotiable instruments

1 term — 3 semester hours

Treats the laws of negotiable instruments, bills of exchange, and notes. Laws of guaranty and surety, and bankruptcy are studied. *Prerequisite: Bus. Adm. 1.2.*

Business Administration G3.1 — Finance 1 term — 3 semester hours

The management of income, surplus, dividend policies, retirement of debt, financial reorganizations, intercorporate relations dealing with holding companies, and mergers of financial structures.

Business Administration G3.5 — General Insurance

1 term — 3 semester hours

Discusses the theory, practice, and problems of risk-bearing in business. Life, property, and casualty insurance, and corporate suretyship are considered. Designed for those who wish a general knowledge of insurance for practical assistance in their business problems.

Business Administration G3.6 — Principles of Investments

1 term — 3 semester hours

The proper investment of funds by individuals, institutions, and investment bankers. Subjects covered include the analysis of types of investments, the mechanics of investing as well as the means by which future security market trends are forecast. *Prerequisite: Bus. Ad. 3.1*

Business Administration G4.4 — Legal Aspects of Business

1 term — 3 semester hours

Review course designed primarily for students contemplating taking the Certified Public Accounting examinations. Open to others with the permission of the instructor. *Prerequisite: Bus. Adm. 1.2, 2.1- 2.2*

ECONOMICS**Economics G3.1-G3.2 — History of Economic Thought**

2 terms — 6 semester hours

Development of economic thought with particular emphasis on the contributions of classical and neo-classical economists to modern economic theory; contemporary economic ideology.

Economics G3.4 — International Trade 1 term — 3 semester hours

The relationship of international trade to the domestic economy of the United States; balance of payments, the gold standard, and exchange equalization funds; maritime policy, reciprocal trade agreements, and tariffs; international economic relations.

Economics G3.5 — Industrial Policy and Market Control

1 term — 3 semester hours

A study of modern industrial organization, dealing primarily with problems of business combinations, market practices, and price making under quasi-monopolistic conditions. The development of public policy in the United States from its common law origins; federal anti-trust legislation and its judicial interpretation; regulation of business practices through the Federal Trade Commission.

Economics G3.6 — Comparative Economic Systems

1 term — 3 semester hours

An analysis of the rival economic doctrines of capitalism, socialism, communism, and fascism, as applied in the United States, Great Britain, the Soviet Union and Nazi Germany, with emphasis upon the problems and implications of systems of economic planning.

Economics G3.7 — International Economics

1 term — 3 semester hours

The position of Britain, Russia and the United States in the world economy. The mechanics of international capital movements. International investment and national welfare. The International Monetary Fund, the Export-Import Bank, and the International Bank for Reconstruction and Development.

Economics G4.1-G4.2 — Labor Economics

2 terms — 6 semester hours

The development of trade unionism in the United States; changing relationships between labor and management, labor legislation and its consequences for workers, employers, and consumers; and economics of wage determination, employment, and social security.

Economics G4.15-G4.16 — Economics of Government Regulation

2 terms — 6 semester hours

A study of the economic genesis of government regulation of industry in the United States. A consideration of the development of technocracy and the need for controls — economic and legal — in keeping with the economic and industrial expansion in peace time and war.

Economics G4.5 — Public Utilities

1 term — 3 semester hours

A survey of the objectives, development, and content of the public control of industries "Affected with a public interest." The economics of public service corporations; the economic problems of regulation; state versus federal control; public ownership and competition as an alternative to regulation.

EDUCATION**Education 6.1 — Educational Psychology** 1 term — 3 semester hours

A survey of the principles of educational psychology as they have been developed in the study of the educative processes in the classroom. *Prerequisite: Psychology 1.1.*

Education 6.2 — Philosophy of Education 1 term — 3 semester hours

An examination of current educational issues, as they arise from philosophical foundations, to develop a consistent philosophy of education.

Education 6.3 — Educational Sociology 1 term — 3 semester hours

A review of the sociological forces which influence educational processes. A consideration of the school as a social unit, democracy, the family, youth problems, the impact of technology, crime and delinquency, and cultural lag.

Education 6.4 — Visual-Auditory Aids in Education

1 term — 3 semester hours

The values and uses of visual materials and auditory aids. Practice in the use of such aids as maps, charts, film slides, glass slides, recordings, and silent or sound motion pictures.

Education 6.5 — Child Psychology — Growth and Development

1 term — 3 semester hours

Emphasis upon the child as a whole, with major divisions of the course dealing with physical, mental, social, and emotional development.

Education 6.6 — Principles and Methods of Teaching

1 term — 3 semester hours

Principles of learning, aims of education, construction of courses of study, instructional methods and materials, lesson plans, and evaluation of results of instruction. *Prerequisites: Psychology 1.1, Education 2.1-3.1*
Offered each semester according to demand.

Education 6.7 — Observation of Teaching and Student Teaching

1 term — 3-6 semester hours

Observation of teaching, followed by apprentice teaching in nearby schools. The minimum Observation and Student Teaching course for three semester hours credit includes: weekly group conference at the university; observation; conferences with critic supervisor and critic teacher in the schools; and student teaching for a total of 60 clock hours. For additional hours of credit the student will do 60 clock hours of observation and/or student teaching for each credit hour. *Prerequisites: Psychology 1.1, Education 2.1-3.1.*

Education 6.8 — Concepts and Techniques of Elementary Education and Junior High School

1 term — 3 semester hours

A study of characteristics of elementary school children; history and principles of elementary school education; teaching units and daily plans; courses of study and curricula for the various age groups; tests and measurements; methods of teaching and learning.

Education 7.1 — History of Educational Theory

1 term — 3 semester hours

A survey of the history of education including a study of the inception and growth of educational ideas as they reflect the specific social and cultural movements which have shaped Western Civilization.

Education 7.2 — Problems of Secondary Education

1 term — 3 semester hours

The presentation and attempted solution of some of the important problems facing the teacher in secondary schools: curricula, equipment, organization, administration, and guidance.

Education 7.3 — Administration and Supervision of Elementary Education

1 term — 3 semester hours

Administration and supervision in the elementary school. Open to students of maturity and experience who wish to prepare themselves for principalship or supervisoryship in the elementary school.

Education 7.4 — Research Methods and Materials in Education

1 term — 3 semester hours

A study of research in education, the sources of information, techniques available, approved form and style in the preparation of research reports and theses. In this course the Master's thesis may be initiated.

Education 7.5 — Ideological Basis of Contemporary Education

1 term — 3 semester hours

A survey of the educational implications of the ideological foundations of democracy. The influence of controversial ideologies (communism, fascism, individualism, and experimentalism) upon educational practices.

Education 7.7-7.8 — Seminar in Education 2 terms — 6 semester hours

A problems course in which the central themes of the Master's theses are presented for criticism by students and staff members.

Education 8.8 — The History of Educational Theories

1 term — 3 semester hours

This course covers educational history from the Reformation period down to the present day. The emphasis, however, falls upon the theories of outstanding thinkers who have had an influence on education in the western world.

Education 8.9 — Seminar in Philosophy of Education

1 term — 3 semester hours

This course is designed for advanced students in education. It is organized so that mature educational students who have had either extensive background in the study of education or its application will have an opportunity to develop their own philosophies of education. The classroom organization centers around critical appraisal of the philosophies of education of the representative members of the seminar.

Education 8.10 — American Education Today

1 term — 3 semester hours

This is an advanced general course in education. Two-thirds of the time will be spent discussing and critically appraising the democratic ideal as it relates to schools in the United States today. The last third of the course aims to describe current educational practices from the pre-elementary through the entire American school system.

Education 10 — Reading and Research

Hours and credits by arrangement

Advanced individual, intensive study of a problem in the major field of interest. Approval in writing from instructor concerned must be obtained by a student desiring to do such type of special work.

GOVERNMENT

Government G2.4 — Contemporary Foreign Policy

1 term — 3 semester hours

This course provides a thorough study of the contemporary foreign policy of the United States and the effect of our domestic policies and of the foreign policies of other great world powers upon U.S. foreign policy. A study of diplomatic procedure and the processes of international settlement of disputes through negotiations, mediations, arbitration, and adjudication will be included.

Government G3.0-G3.1 — International Relations

2 terms — 6 semester hours

The Rise of the Western State Systems and the "Balance of Power." A consideration of the nature and problems of the State in the modern world: the origin of its power; the formulation of procedures, diplomacy and the pacific settlement of international disputes.

Government G3.2 — Public Administration

1 term — 3 semester hours

The place of administration in the American political system: its origin in environment and social change; its instruments in attaining objectives; its relation with politics and between federal, state and local governments.

Government G3.3-G3.4 — Political Theory

2 terms — 6 semester hours

A study of ancient and medieval political thought: Plato, Aristotle, the Scholastics, Machiavelli. A study of modern political thought: Locke, Rousseau, Hobbes, Marx and other contemporary philosophers. Emphasis throughout on the State, freedom, revolution, law, constitution, and property.

Government G3.5 — American Parties and Politics

1 term — 3 semester hours

The development of the American party system; the organization of political parties; the political machine; bosses and the spoils system; pressure groups; the nomination of candidates; the conduct of campaigns in the elective process.

Government G3.6 — State and Local Government in the United States

1 term — 3 semester hours

The development, structure and functions of state and municipal government: relations between state, local, and national government; interstate relations. The mayor-council, council-manager, and commission forms of local government will be considered.

Government G3.7 — British Commonwealth of Nations

1 term — 3 semester hours

A concentrated study of the interrelations among the United Kingdom and its colonies, protectorates and dominions: governmental organization; economic agreements; formulation of imperial strategy; relations with the United States; participation in the United Nations.

Government G3.8 — Imperialism

1 term — 3 semester hours

A discussion of the underlying philosophy of imperialism; followed by a tracing of the imperialistic endeavors of the major world powers in modern times.

Government G4.1-G4.2 — Government Regulation of Industry

2 terms — 6 semester hours

A consideration of the economic genesis of regulation in the United States: Colonial and constitutional periods: early government controls; Industrial Revolution; regulatory devices; Homestead Act; Sherman Anti-Trust Act; Federal Trade Commission; other influences on regulation. Congressional powers in regulation and control: commerce clause; agencies of regulation; Controls over railroads, industry, labor; New Deal regulation; current trends and needs in regulation.

Government G4.3 — Government and Labor

1 term — 3 semester hours

The development of the legal status of labor unions; labor as a political force; economic and social programs of labor; the influence of public opinion; trends in labor legislation, government regulation of labor, and industrial disputes.

MANAGEMENT**Management G2.1-G2.2 — Principles of Management**

2 terms — 6 semester hours

The principles and techniques underlying the successful organization and management of business activities. Management problems; planning and developing the organization; departmental functions; the operation of merchandise, sales, financial, and production departments; selection and training of personnel; incentives; methods of securing better results; expense problems; control methods.

Management G3.1 — Personnel Administration

1 term — 3 semester hours

Special emphasis is placed upon the methods of securing the utmost in employer-employee loyalty and cooperation. The organization and operation of personnel relations in business are considered in the light of modern labor and management problems. *Prerequisite: Management 2.2.*

Management G3.2 — Sales Management 1 term — 3 semester hours

The appraisal of both new and established trends in measuring the sales manager's job, reducing cost of distribution, line and functional types of organization, budgets based on research in market potentials, selective selling, selecting and training salesmen, and incentive methods. *Prerequisites: Management 2.2 and Marketing 2.2.*

Management G4.1 — Industrial Management

1 term — 3 semester hours

Various techniques and methods used in administration of industrial organizations. Problems of relations between employer and employee and methods of adjusting grievances. *Prerequisite: Management 2.2.*

Management G4.2 — Transportation 1 term — 3 semester hours

The course is planned to meet the needs of persons who supervise the shipment and receipt of merchandise by the various types of domestic carriers. It includes a study of rates, rate-making, adjustments, freight classification, routing, demurrage, and storage. *Prerequisite: Management 2.2.*

Management G4.3 — Motion and Time Study

1 term — 3 semester hours

The course is designed to present in a scientific manner time and motion study as a basic tool in industrial management. Included in the subjects considered are the following: The scope of time and motion study, process chart analysis; micromotion study and therbligs, memomotion study, time study rating. The course covers the approach to problems ranging from office systems to routine jobs. *Prerequisite: Management 2.2.*

Management G4.4 — Organization and Operation of Small Business

1 term — 3 semester hours

A study of business opportunities in small business, organizing, financing, and operating your own business.

MARKETING

Marketing G2.1-G2.2 — Marketing 2 terms — 6 semester hours

The policies involved in marketing based on fundamental principles with specialized and technical subjects in market analysis, industrial marketing, and relations of marketing to other fields of business.

Marketing G3.1 — Principles of Salesmanship

1 term — 3 semester hours

Methods of successful selling based on fundamentals applied to the various fields of salesmanship. *Prerequisite: Marketing 2.2.*

Marketing G3.2 — Principles of Advertising

1 term — 3 semester hours

The function of this course is to provide the necessary background to meet most of the advertising situations of the present day. Detailed consideration is given to such topics as customer appeal via radio, newspapers and magazines, and other means of advertising. *Prerequisite: Marketing 2.2.*

Marketing G3.5 — Wholesaling

1 term — 3 semester hours

Analytical study and evaluation of current trends and opportunities in wholesaling; administrative policies and methods; merchandising; warehousing; stock control; order handling; dealer relations. *Prerequisite: Marketing 2.2.*

Marketing G3.6 — Retailing

1 term — 3 semester hours

The fundamental principles underlying the successful operation of retail stores. Topics covered: recent developments and current trends in retailing; general merchandising policies; merchandise departmentalization and classification; sources of merchandise; buying policies and procedure; determination of retail price and price line. *Prerequisite: Marketing 2.2.*

Marketing G4.1-G4.2 — Retail Store Organization and Management

2 terms — 6 semester hours

The organization and management of small as well as department, chain, and mail order stores with special emphasis upon specialty and individual unit stores. Store location and layout, personnel training and management, store operation, customer services, store system, and maintenance are considered. *Prerequisite: Marketing 2.2.*

Marketing G4.3 — Credits and Collections

1 term — 3 semester hours

Principles and practices observed in wholesale and retail credit granting. Organization and operation of the credit department. *Prerequisite: Marketing 2.2.*

Marketing G4.4 — Sales and Market Research

1 term — 3 semester hours

Methods of planning and carrying out market research surveys including the determination of market potentials, selection of territories, establishment of quotas; new product studies; methods of testing sales campaigns, dealer reactions and consumer preferences; determination of effective channels of distribution; evaluation of competitive strength. *Prerequisite: Marketing 2.2.*

PSYCHOLOGY

Psychology G3.5-G3.6 — Industrial and Business Psychology

2 terms — 6 semester hours

Develops an understanding of the psychological techniques that are practical for industry and business. Covers employee testing and interviewing, training of employees, merit rating, wages and job evaluation, fatigue, safety, attitudes and morale, and the psychology of advertising, selling, market research, and public relations. Useful to executives, foremen, industrial psychologists, employment interviewers, sales managers, advertising men, and personnel managers.

SCHOOLS AND DEPARTMENTS OF SUFFOLK UNIVERSITY

SCHOOL OF LAW

Day and Evening Sessions — Degrees: LL.B., and LL.M.

COLLEGE OF LIBERAL ARTS

Degrees: A.B., and B.S.

COLLEGE OF JOURNALISM

Degrees: B.S. in J.

COLLEGE OF BUSINESS ADMINISTRATION

Degrees: B.S. in B.A.

GRADUATE DEPARTMENTS

Degrees: M.A. in Education; M.S. in Business Administration

EVENING DIVISION OF THE COLLEGE DEPARTMENTS

Degrees: A.B.; B.S.; B.S. in B.A.; B.S. in General Studies

Summer Sessions of the Colleges and Graduate Departments only.

Appropriate Bulletins are issued by each of the general divisions of the University. They may be had by writing THE REGISTRAR, SUFFOLK UNIVERSITY, 20 Derne Street, Boston 14, Massachusetts.